



Encounter the Gospel of Life

Welcome to **Encounter the Gospel of Life (EGL)**! This manual will hopefully serve as your guide, resource, and planner for your experience with Encounter. This is a manual we expect you to read, follow and use through the next few months and weeks before Encounter. *This is not intended to be distributed to participants. It is for your use as the parish group leader.* There are timelines and deadlines that we ask you honor, as well as specific events and training sessions we ask that you and other members of your group attend. There are suggestions for encouraging participants, parish assistance and fundraising. Please note that there are forms that can be duplicated and used in your parish to help with preparation for your participants. Should you misplace this manual or need additional copies, we have this also available on our website www.eglweb.org . Please review this guide with care, prayer and excitement as we journey together on this experience in Christ, **Encounter the Gospel of Life.**

Revised May 18, 2017

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Additional Board members:
Michael Bruckwick, Gene Kane, Emily Dillon

In cooperation with the Archdiocese of Washington Office of Youth Ministry and with The Catholic Student Center @ UMD

Important Dates to Remember

Planning Meetings

February – June – Thursdays (dates vary)

Location: St. Jane de Chantal, 9701 Old Georgetown Road, Bethesda. 7 – 9 PM in the Seton Center

Formation Sessions – all adult participants

Late May – June: there will be several opportunities for adults to attend a formation session starting in May– they are required!

Child Protection Training Sessions – as needed

www.adw.org ‘Protecting Our Children’; we also accept Child protection certification from other diocese – it is up to the Youth Minister/Group leaders to insure all adults have taken these course/measures. **Young adults aged 18 – 20, are expected to have completed this program prior to attending Encounter.** As a participant of Encounter, we expect our young adults to take the steps to complete these programs, as part of their leadership role and future leaders of parish programs.

**** Each Parish must provide a list of the adult chaperones, and young adult chaperones who have completed the Child Protection and will be participants in any way, as well as the FORM J which needs to be completed by the administrator in charge of these records. This letter must be notarized and returned before the first day of camp.**

Encounter Dates

January 15	Group Reservations Open
February 15	Online registration for individuals opens for groups with reservations
February Planning Meeting	INFO SESSION: learn about Encounter and sign up
March Planning Meeting	INFO SESSION 2: Individual Registrations
April 1	Deadline for early bird (registrations must be in Encounter files)
April Planning Meeting	PLANNING SESSION: input and activity assignments
May Planning Meeting	PLANNING SESSION: site placement
June 1	Last day to register for Encounter – \$50 late fee assessed for forms returned after June 1
June Planning Meeting	PLANNING SESSION: final details
June 15	Last day to submit ROOMMATE ASSIGNMENTS
Saturday July 8	Houseband set up / Staff & Volunteers set up 10 AM Stamp Union
Saturday July 8	Young Adult Formation/Overnight 2 PM CSC (mandatory for YA)
Sunday July 9`	Welcome to Encounter! 11AM- 12:30 PM Check -in at dorm 1:00 PM Stamp Union
Sunday July 9	Welcoming Mass (Sunday obligation) 4 PM Memorial Chapel
Monday July 10	Site service begins
Wednesday July 12	Reconciliation Service 6:45 PM Stamp Union We invite all parish priests to participate –
Friday July 14	End of Encounter! 4 PM UMD dorms
Friday July 14	Staff & Volunteers clean up 3:30 PM Stamp Union

2017 Per person fees invoiced to parish/group:

Early Bird: \$425 (forms received by April 1) Regular: \$475 (up to June 1) Late: \$525 (late fee, space permitting)

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Overview

1. Mission and Vision

Purpose of Encounter the Gospel of Life

To set up work camps for youth to serve social justice causes; to serve the needs of underprivileged persons.

- From the Articles of Incorporation

Vision

This is not your typical service camp. We focus on “Direct-Relational” ministry, where you actually work with and get to know the people you serve. We believe that we will be served by those we came to serve, as we encounter Christ in his ‘distressing disguise’.



Our sites will include places like homeless shelters, soup kitchens, children’s day camps, senior and special care settings and possibly a few legislative and advocacy sites. You will get to know the people who actually work at these places every day.

If you ever want to go to visit or volunteer in the future, it would be easy to.

We are also going to celebrate our diverse backgrounds and perspectives. Each of us brings a unique perspective to life because of our cultural heritage, families, life-experiences, hurts and dreams. We are all part of the Body of Christ. It is important that we celebrate what is special and unique in each of us so that we might do a better job of sharing Christ with our world.



- From EGL Flier for Registration

**Encounter
Empowers
Youth to
Serve
...for a lifetime**

2. Overview of EGL

A. Day in the Life

We are at the University of Maryland. Each day, after breakfast and morning prayer, we will be out at Service Sites all over Washington, D.C. assisting people in need. You are in the same site all week. After dinner, we will have fantastic speakers along with fun, music, sharing, laughter, drama, challenging sessions, prayer and learning with new friends from all over our area and around the country - *From EGL Flier for Registration*

General Time Frame in a day: 7 AM – Mass; 8 AM - Breakfast; 8:30 AM - Sendoff; 9 AM– 3 PM Sites; 3-3:30 PM Transportation; 3:30– 5 PM Chill time/Parish time; 5-6:30 pm Dinner; 6:30- 10 PM Evening Program; 11 PM Lights Out. Schedules will be posted on the first day of EGL and are subject to change.

Sunday **UMD Stamp Union Building/Dorms** **Welcome to Encounter**
Registration is at the Dormitories. Please arrive as a group between 11:30 and 12:30 noon. All forms/ payments are due; bring your own lunch (food court is NOT guaranteed to be open); bring all your gear and drop in your rooms. Program begins promptly at 1 PM.

Friday **UMD Dormitory** **End of Encounter**
All participants are expected to be picked up from UMD at about 4 PM from the dormitory. Keys must be checked out with UMD staff at this time or individuals will be charged for the key. Volunteers interested in helping to cleanup can let staff know before Friday.

SMILES, SERVICE

The scene in the beauty parlor at the Little Sisters of the Poor residence in Northeast was alive with brightly colored t-shirts, smiles and activity. "Are you going to get your nails done?" one young Encounter girl asked a woman. The volunteers, infused with energy and excitement moved about the room, looking to see where they could help. One volunteer started to speak in Spanish with an elderly woman with shiny, red colored nails. "Se llama Marisa," the teen said and smiled

Lucja Grajkowska, a young adult leader for Encounter and a parishioner at St. Jane de Chantal, has worked with the camp three summers. "We're all very fortunate," she said. "It's important for us to reach out."

- From Encounter Web

3. Service Sites

We will spend each day from about 9:15am – 3pm at our Service Sites

A. Examples

- A. Little Sisters of the Poor, United Cerebral Palsy, SOME, Washington Home, Elder Buddies, St. Ann’s Infant Home, Good Will, SHARE and more

B. Expectations

- A. All of our service sites have at least one expectation: ***honor their requests for good volunteer service***
- B. Adult leaders are responsible for the safety and level of interaction by the youth and young adult participants at a site.
 - 1. Adult leaders should make contact with the site coordinator for their assigned site (sites will be assigned prior to Encounter- to request a particular site – contact Matt Moore sites@eglweb.org)
- C. Clothing should be comfortable, not revealing or inappropriate in message ***We only want plain or Christian message shirts and jackets!**
 - 1. Appropriate shirts are sleeved t-shirts that cover the entire abdomen; strappy tops/mid drift tops are not appropriate
 - 2. A few sites may request long pants or Capri length pants
 - 3. Appropriate shorts fit about waist high and fall mid-thigh or longer
 - a. Shorts should not hang below the waist; shorts should not expose any part of the lower trunk anatomy
- D. Shoes – **ALL SITES require sturdy full shoes (closed toe and closed heel)**
 - 1. Sneakers, leather oxford style are acceptable
 - 2. NO FLIP FLOPS, SANDALS, CROCS, or CLOGS of any type

C. Transportation

- A. Adult participant cars will be needed, preferably 7 passenger vehicles – parish leaders should expect this and plan for this
- B. Adult leaders should review the transportation options and directions given to them prior to the first day of Encounter (available at the formation meetings)
 - 1. Adult driven cars
 - a. Site leaders or parent volunteers
 - 2. School bus
 - 3. Metro, Metrobus
 - a. Please bring cash for this possibility
- C. **Non participant Volunteers may be needed to assist in driving to and from sites**

D. Food at Sites

- A. Encounter will send lunches with each group
- B. Some sites will provide meals
- C. **Parishes are asked to assist with donations for lunches**
 - 1. Materials for lunches (sandwiches, drinks, snacks etc.) are donated by parish groups to be distributed to participants each day
 - 2. Parish groups can provide all parts of the meal for one day – or split the process with another parish group

4. Liturgy

As part of our Catholic Faith, liturgy, sacraments and prayer are fundamental to the growth experience of all of our participants at Encounter. We serve others as part of our faith, so we share, pray and receive grace together as part of our faith as well.

A. Sunday Mass

- A. Our opening day includes Sunday Mass
- B. Parents, siblings, friends are welcome to join the Mass

B. Daily Mass

- A. Mass will be offered daily as morning prayer
 - 1. **Parish priests may be needed- contact liturgy@eglweb.org**
 - 2. Offered in the Stamp Union just prior to breakfast

C. Reconciliation

- A. Mid-week a service of reflection and reconciliation will be presented as part of evening programming
- B. The sacrament of Reconciliation will be offered
 - 1. **Parish priests are invited to participate – contact liturgy@eglweb.org**

D. Prayer

Prayer is part of the Encounter experience

- A. We begin each day with prayer
- B. We end each day with prayer
- C. We encourage prayer in many forms

E. Team Planning

- A. Youth and adults are invited to participate in the planning of the Liturgy components of Encounter.
 - 1. Please contact liturgy@eglweb.org



Registration

5. Parish Registration Information

A. Group reservation form

Each parish must submit a group reservation with deposit before their participants can register online. This can be found online at www.eglweb.org.

- A. Parishes may want to ask potential participants to reserve a spot with their group to help determine how many spaces a parish should reserve. **See forms at end of this.**
 1. Parishes must have **at least ONE adult for every SIX youth** attending full time – day and night, and the group reservation should allow for that. YOUNG ADULTS (over the age of 18, but under 21) do not count against a YOUTH space, but CANNOT be considered an ADULT. **All Adults and Young Adults must meet criteria listed in part 9 of this manual.**

B. Payment

The **deposit is \$100 per person**, made payable to “Encounter” from the parish. Final payment for participants is due upon receipt of invoice after registration forms have been submitted.

- A. **Fees** – please see first page for current fees per person
 1. Special Participants (DAY ONLY) pay a fee of \$150 per person.
 2. Special Participants (OVERNIGHT ONLY) pay regular fee per person.
 3. Special Participants(DRIVERS/AFTERNOON) are not charged a fee.
 4. Parishes should have participants write their checks to the parish, and the parish writes one check to Encounter upon invoice.
- B. **Parish Fees:** Parishes should set their own fees for their participants – this is to accommodate particular parish needs. Some parishes will subsidize part or all of their costs for Encounter, or they may charge more to help offset their own additional expenses (transportation, chaperones, food donations).
- C. Parishes should also provide their own scholarships.
- D. **Final Payments** All parishes should collect participant checks made out to their parish/group. The Parish/Group then sends **one check** to “Encounter” c/o Ann Gradowski 10405 Snow Point Drive, Bethesda, MD 20814

ONCE THE DEPOSIT IS RECEIVED, THE ONLINE ACCESS FOR THEIR INDIVIDUAL APPLICATIONS IS ACTIVATED. Please allow a couple days until online activation, or email Ann – you can check the website at any time to see if your group is active.

6. Participant Application Information

A. Online Individual Application – every participant must register online

- A. To apply online: Go to www.eglweb.org.
- B. Under Service Camps menu, click “Participant Registration”
- C. READ ENTIRE page and click on line “Register NOW”
- D. READ Carefully instructions; record special code for your form
- E. Start application
- F. Choose your parish from “Name of your Parish” in the drop-down menu for parish.
- G. ***If your parish is NOT listed – contact your parish leader.***
- H. All information must be completed in order for the form to be submitted.
 - I. Print off the application forms that are generated once you hit “SUBMIT”.
- J. SIGN and send your form to your parish leader
- K. Medical form must be signed by a medical professional and must be CURRENT to each year

B. Payment options

- A. Parishes will set their own final payments for Encounter. Each participant pays their parish the price set by their group leader. Scholarship needs should be addressed to parish leaders.
- B. **Upon receipt of the registrations forms an invoice will be generated and sent electronically by June 1 . Payment is due upon receipt, no later than June 30**
 1. Any signed registration forms submitted by the early discount date of April 1, will be credited at that amount. Please indicate if you will have additional registrants after the early discount date.

C. Required Medical paperwork

- A. **All participants for Encounter must have the DC Medical TB form signed by their physician/nurse practitioner with a CURRENT TB result within 2 years of camp date.** DC law requires that those working in some facilities as volunteers must have annual TB test results to indicate the absence of communicable TB. **The form needs to be done again each year!** A full physical is NOT required, unless a positive result is found, and many clinics offer TB testing at a reasonable rate, some even for free.
 1. A form is produced automatically when the registration form is printed from the web browser.
 2. Additional forms may be printed as needed if original form is misplaced. Follow instructions on the Missing Forms link on the Documents and Forms page of website.
- B. Complete Application for Encounter should be done as soon as possible; this includes the medical form. You may submit participant registrations without the Medical forms, provided the Medical Form is submitted before June 1. **NO PARTICIPANTS WILL BE ALLOWED TO REMAIN AT ENCOUNTER WITH OUT THIS FORM.**



Parish Info

7. Parish leader

Parish Group leaders are responsible in full for the behavior of their youth, young adults, and adults at all times. We expect the Parish/Group leader to set the example of good practices and behavior at Encounter. Any fees incurred due to lost keys, damage to property or others will be charged to the parish.

A. Expectation/Role model

- A. Encounter expects the parish/group leader to respect the rules of the program and encourage their participants to do the same
- B. Printable rules/regs forms are found at the end of this manual

B. Registration

- A. Each parish/group leader is responsible for receiving registration forms from their participants.
- B. Copies should be made for parish records;
- C. **Original signed** forms should be sent to Encounter c/o Ann Gradowski 10405 Snow Point Drive, Bethesda, MD 20814.
- D. Medical Forms are required, but can be sent at a later date, by June 1.
- E. *Please note that TB tests require a minimum of 72 hours to be complete.*
 1. Parish/group leaders need to remind their participants to complete the tests early and not wait until the last minute

C. Room assignments

- A. Parish group leaders should assign roommates for their participants; please indicate ages and gender of each participant in your list report.
 1. A list of all roommate assignments must be sent **14 days prior to the start of Encounter or July 1** – whichever is earlier
 2. Email the list to Ann Gradowski director@eglweb.org .
 3. No adults/young adults can room with youth – even if related
 4. **Remind all participants that they should NOT lend/borrow meal cards or room keys for any reason.** This dramatically increases the food costs and it will be passed on to your parish.
 5. Room keys should never be loaned and any room changes must be done through the Encounter Staff, specifically Ann Gradowski .

D. Transportation

- A. **Parish leaders are responsible for getting their participants to/from UMD Stamp Union about 12 PM on Sunday and UMD dormitory about 4 PM on Friday**
 1. Parish groups should arrive as one group on Sunday.
 2. Overnight participants will be given a parking permit for their cars; all others are responsible for parking.
 3. Parents may pick up their participants directly at the dormitory on Friday

E. First Day Sunday

- A. Check in is at the dormitories between 11am – 12:30 PM
 - 1. All participants will drop gear in their rooms
 - 2. Programming begins promptly at 1 PM
- B. **All participants should bring a bag lunch or eat prior to coming to Encounter**
- C. **All participants must register with UMD for key and ID**
- D. **Only Parish/group leaders need to register with Encounter staff**
- E. Once participants arrive at Stamp Union they are required to remain in the main Colony Ballroom. They may not wander all over the building or go get food!

8. Parish Involvement

Engage your parish in the Encounter experience – there are many ways you can ask for help or share with your parish Encounter the Gospel of Life

A. Financial support

- A. Encounter relies upon the tuition payments for covering our basic costs
 - 1. It costs our program approximately \$550 a person
 - 2. We do not charge this amount to assist our parishes
- B. Additional Parish support is always welcome
 - 1. In kind services are welcome
 - a. Legal, financial or spiritual advisory roles
 - b. Musicians, dramatists
 - c. Transportation companies
 - d. Health professionals

B. Food support

- A. Lunches are needed – please volunteer your parish to assist with making lunches for our volunteers – **sign up is available online**
 - 1. **This is a necessity – without parish donations for lunch our volunteers would not have the opportunity to eat lunch without it being an additional cost to them**
- B. Snacks are always welcome to feed up to 300 hungry teens
 - 1. Snacks should be generic in type and meant to be shared
 - 2. Cases of water bottles; pretzels; snack- bags; granola bars

C. Have your youth share their experiences at your church

- A. Speak following a homily
- B. Create posters/photo displays
- C. Invite youth to speak at a parish council meeting

D. Fundraising ideas

- A. **Raise money in your parish to help send your teens to Encounter**
 - 1. Car wash
 - 2. Silent Auction/Raffle

3. Bake Sales/Donut sales
4. "Fund a Kid" event
 - a. Host a small after church reception with cookies, drinks etc.
 - i. Ask parishioners to donate varying amounts up to the full total of a scholarship to raise money
 - ii. "How many people can fund a kid for \$10?" "How many will fund a kid for \$20" and so on.
 - iii. Take the pledges/cash and total

<p>Encounter Empowers Youth to Serve ...for a lifetime</p>

Core Values

- Direct-Relational Ministry
- Shared Responsibility and Empowerment
- Openness to God and Holy Spirit
- Commitment to Excellence
- Conversion is Reflected in Daily Life

Foundational Understandings

- God's Grace is Everywhere
- We are Immersed in the Communion of Saints

Goals of Encounter

To provide an intentional approach using social justice activities to:

- Create Experiences of Faith
- Offer Catechesis on the Eucharist and Catholic Social Teaching
- Effect real Change and Conversion, seen in our Daily Lives
- Change the World



Participants

Participant Age Groups

Youth - 14 yrs. of age, AND/OR rising ninth grader through 17 yrs. of age

Young Adult - 18 yrs of age (regardless of grade level) through 20 years of age by end of camp week

Adult - 21 years of age or older by June 1.

Special Participants

9. Youth

- Youth must be either at least 14 years of age, and/or a rising 9th grade student.
- Participants are considered youth up until their 18th birthday
- Our program is not recommended for younger youth.
- Appropriate maturity should be considered for our program.
- This includes:
 - the ability to follow directions
 - respect for self and others
 - can maintain healthy and safe habits (including taking appropriate medications if needed or required)
 - does not tire easily or become excessively agitated when tired
 - can endure early mornings through late evenings
 - willingness to experience new and challenging things
 - willingness to extend oneself beyond their comfort zone (emotionally and physically).
- Physical handicaps can be accommodated to a certain degree, with notice.

10. Adults

- Adults must be 21 years of age and above by June 1.
- They must have completed or begun the Child Protection Policy program offered by the Archdiocese of Washington, or its equivalent within the diocese of their home parish.
- Appropriate skills should be considered for adult participants including:
 - the ability to work with young people with an open mind and heart
 - the ability to follow directions
 - respect for self and others
 - can maintain healthy and safe habits (including asking for help when needed)
 - does not tire easily or become excessively agitated when tired
 - can endure early mornings through late evenings (with breaks and rest between)
 - willingness to experience new and challenging things
 - willingness to extend oneself beyond their comfort zone (emotionally and physically).
- Adults will have leadership roles that require responsibility and accountability for youth for part of each day.
- A willingness to work with other adults, young adults, and youth leaders who will coordinate and run programming is expected.
- Physical handicaps can be accommodated to a certain degree, with notice.

11. Young Adults

- Aged 18 – 20 yrs. When 18th birthday falls any time before end of camp week, person is considered a Young Adult and must comply with the following regulations.
- **YA's only: OVERNIGHT FORMATION - Saturday prior to the start of Encounter Sunday. ALL young adults are required to participate in this event.**
 - It is designed specifically for our YOUNG ADULTS only, as a formation program before the start of Encounter, as well as a community bonding retreat focused on their needs.
 - There is NO additional charge for this HOWEVER, they must come prepared for the entire week.
 - It is the same day as set up for Encounter, so we expect all our young adults to make sure to mark the dates now for that experience.
 - **Parish/Group Leaders - when inviting young adults to Encounter - YOU MUST inform them of this new activity.**
 - **Their participation at Encounter will depend on their availability for this formation.**
- Please note - young adults (18-20) are NOT considered chaperones or youth.
- They do not affect the 6:1 ratio of adult to youth participants. **They are still required to register.**
- **They are also required to have completed prior to the start of the camp week,** the Child Protection Policy program as directed by either the Archdiocese of Washington or through the diocese with which they reside.
- Appropriate maturity should be considered for Young Adults. This includes:
 - the ability to follow directions
 - respect for self and others
 - can maintain healthy and safe habits
 - does not tire easily or become excessively agitated when tired
 - can endure early mornings through late evenings
 - willingness to experience new and challenging things
 - willingness to extend oneself beyond their comfort zone (emotionally and physically).
- Young Adults will have leadership roles that require responsibility for working with youth for part of each day.
- A willingness to work with other adults, young adults, and youth leaders who will coordinate and run programming is expected.
- Physical handicaps can be accommodated to a certain degree, with notice.
- Youth ministers are expected to do a reasonable assessment of the capability of a young adult to fulfill these roles
- There is a limited number of young adults that will be permitted to participate at Encounter. Registrations may be subject to approval by EGL Staff before acceptance.

12. Special Participants

Encounter welcomes **DAY ONLY chaperones**. We often need individuals who can help lead site groups during the day.

- These folks arrive at 7:30 AM, and must stay at least until 3:30 PM or as long as they like, but are not included in the evening meal plan or overnight residence. Breakfast and lunch are included in this role.
- They are responsible for parking and their own meal costs if they choose to stay through evening programming.
- They do not count against the total number of participants.
- **They must register online, and indicate in the special needs box on their personal application fill in 'Day Only'.**
- Participants are subject to a reduced fee to participate. Costs cover insurance and program expenses related to their involvement.

Encounter welcomes **OVERNIGHT only chaperones**

- Regardless if they participate in sites or not they are still subject to the total cost per person.
- **They must register, and are subject to the full participant costs.**

Encounter encourages and welcomes **DRIVERS/AFTERNOON chaperones**:

- There are NO additional fees for these participants
- However, their services are limited to the times they are needed to be present at EGL.
 - Drivers – 7:30 AM – 10 AM; 2:30 PM – 4 PM
 - Assist with transporting groups to sites and/or picking them up
 - Afternoon Chaperones – 3 PM – 7 PM
 - Assist with afternoon free time chaperoning
 - Allows full time adults to also have some free time to rest
 - Youth are freely observed, but need to have adult presence as part of safety precautions
 - Activities will include monitoring groups during free time activity (bowling, soccer/games, dorms, walking to and from buildings etc.)
- They are subject to the Child Protection Policy rules and must have completed those requirements.
- They are responsible for their own parking, and food costs as needed.
- They do not need to register online, HOWEVER they should be listed among adults available to help to the EGL staff.
- **Parish/group leaders: please provide the EGL staff with those names**

Encounter Welcomes **VISITORS**:

- Pastors, priests or family members are welcome to visit us during our evening programming.
- There are days that are preferred over others.
- Please inquire of EGL staff as to the best times for family, priests, and pastors' visits during the week.
- Non-Encounter related visitors are not encouraged. Youth/YA's should not have friends drop in for visits.
- All visitors will be required to sign in with EGL staff upon their arrival.

A Little Encounter History...

Encounter was started by a few local D.C. parishes, organizations, and youth ministers, a decade ago, in cooperation with the Archdiocese of Washington Office of Youth Ministry. Through our justice and service experiences, we provide opportunities for formation and transformation for young people, young adults and adults. Encounter is an intense work camp and a deeply spiritual retreat, as well as engaging, exciting and fun learning all rolled into one. Encounter began as a small local work camp with about 120 participants the first year and has grown to exceed more than 380 participants who are from more than two dozen parishes, every year.

Direct-Relational Ministry: That simply means that we build friendships and really get to know each other and the people we serve. We are growing as the "Body of Christ." We see that the people we hoped to serve, are really serving us too. We are encountering Christ, in His distressing disguise, among the poor, elderly, marginalized and sick.

Encounter the Gospel of Life Inc. is a private non-profit 501-c3 organization in the Roman Catholic tradition. Our leadership is comprised of many volunteer and professional youth ministers.

Mostly, Encounter is about spreading the Gospel through relationships, awareness and formation. We minister to those in need and teach young people to do the same.



13. Rules and Expectations/Packing

In this packet are the rules and packing list that each participant should receive as part of their preparation for Encounter. Please refer to these forms for details. These can also be accessed online www.eglweb.org

A. Parish Group leaders are responsible in full for the behavior of their youth, young adults, and adults at all times

1. Encounter expects the parish leader to respect the rules of the program and encourage their participants to do the same

B. SAFETY

1. Any activity that is deemed unsafe to oneself or to others may result in removal from the camp – this includes but is not limited to the use of illegal and/or substance abuse type products; violent actions; destruction of property; pranks that can involve injury or harm to others.
2. **Nametags with pertinent safety information MUST be worn at all times** (these will be issued on the first day)
3. **Youth MUST be within visual contact of adult leaders at all times**

C. Clothing: Modest, comfortable, and simple.

1. Only 'plain' or Christian themed shirts. No sports teams, high schools, designer labels, 'funny' shirts or anything else designed to separate and/or divide us.
2. Comfortable and sturdy closed toe/heel shoes. (required at sites)
3. Modest shorts, a belt, and long pants and a sweatshirt
4. No tank tops for guys or girls; no bellies/rears exposed for guys or girls; clothing should not be too small or too large (hanging off the hips) for guys and girls.
 - a. **WE WILL ASK YOU TO CHANGE INAPPROPRIATE CLOTHES**



Location

14. Location

We are located at the University of Maryland College Park – we will be in Stamp Union, dormitories, and have access to the dining facilities as well as the Catholic Terps Center.

A. Maps

- A. Maps of UMD may be found at www.umd.edu

B. Residential Dormitory living

A. UMD Room/Board Registration

1. Upon Encounter Registration on Sunday, the UMD staff will also issue room keys and food/dorm ID's
2. Each individual who is registered to reside at UMD for the week will be given a PERSONAL key connected to their name, that will access their room
 - a. Keys are NOT TRANSFERABLE – when returned at the end of the week, if the key ID does not match the name of the person returning that key – a fee of no less than \$100 will be charged for any lost or misplaced key
3. Each person who is registered to reside at UMD for the week will be given a magnetic strip card that will access the dormitory building, elevators, and also be used as their FOOD PASS in the cafeteria
 - a. These do not need to be returned, but are also NOT TRANSFERABLE, and will only allow access for dinner for 5 evenings – any additional swipes will eliminate their options for meals and can dramatically increase costs. These costs will be covered by the parish of that participant.
4. Guests NOT residing or only visiting for a short period WILL NOT be issued these items
 - a. Family/priests may join us for dinner at their own cost with permission from Encounter staff
 - b. Visitors are asked to sign in with Encounter admin when visiting

B. Room assignments

1. Each parish leader will designate roommate assignments to Encounter at least 10 days prior to the start of camp
2. No adults/young adults can room with youth – even if related
3. **NO ROOMMATES MAY SWITCH ROOMS AT ANY TIME**
 - a. Any concerns about roommates must be addressed by Encounter Staff/Site Director Ann Gradowski, and the parish group leader of those affected

C. Single gender floors/dorms

1. Pending dorm availability we may have gender specific dorms
2. At very least we will have gender specific floors – pending space
3. In a few cases we may have coed floors due to space constraints – however, we will have single gender wings (the common room separates the two sides of the dormitory)

D. Single gender rooms

1. Rooms may be triple or double – pending availability
2. Single rooms may be available – for adult use only

E. NO AIRCONDITIONING GUARANTEED

1. We are fortunate to have AC options, pending availability
2. If we are not able to have AC dorms, the following may apply
3. Some rooms may have window air-conditioners – these rooms are NOT for general use by our participants, but are reserved for special needs and emergency cases only
4. The Common Areas are air conditioned, but are not SLEEPING QUARTERS
 - a. **NO SLEEPING IN THE COMMON AREAS**

C. Transportation expectations

- A. All parish groups are expected to arrange their own transportation to and from UMD at the start and finish of Encounter.
- B. Parish leaders/adults who are full time participants are encouraged to bring their vehicles to assist with site transportation on a daily basis
 1. **Adult site leaders should pre-arrange with your service site to coordinate the best options for transportation – Metro, car or other**
 2. Some parish groups will rent 7 passenger vehicles to assist with the transportation issues of their groups

D. Parking

- A. Any adult participant who is residing in the dormitories as an overnight participant will be issued a free parking permit for the campus of UMD – certain lot restrictions apply and are found on the permit.
- B. There are meters and pay parking lots for visitors and short term guests
- C. UMD **DOES TICKET** illegally parked vehicles. Encounter is NOT responsible for any citation issued to a vehicle during the week of Encounter. Individuals may address the citation personally with UMD.

E. UMD amenities

- A. Stamp Union – main conference center
 1. Food court – hours vary; not all vendors are open
 2. Bowling – fees apply
 3. University Book Store- contains basic supplies in addition to UMD garb
 4. Coffee house



15. Medical

We will have a first aid supply/station at Encounter for treatment of minor injuries, illness, including pain relief, allergy, upset stomach, and mild dehydration/exhaustion. All other issues are the responsibility of the parish group leader, or can use the UMD Emergency Care facility.

A. Parish supplied first aid

- A. All parish groups should provide a small first aid kit to be brought with them to Encounter and made accessible in the dorms. A list of your participants' medical needs should be with the leader at all times as well as emergency contact information.
- B. Encounter will supplement first aid supplies as needed

B. Meds info

- A. All participants who are on daily medications must provide that information as part of your registration. Participants are responsible for the supply and the dispensing of their own medications.
- B. ***Inform participants that daily meds taken during the school year for performance and/or attention issues SHOULD NOT be stopped during Encounter. Individuals with these needs will NEED to remain on their medication during Encounter.***
- C. Emergency medicines such as inhalers, Epi-pens, etc. must be provided and with the person in need at all times

C. UMD medical

- A. There is an on-campus emergency medical center
- B. We will have first aid trained individuals on hand at Encounter to do minimum assessments of illness and injury – anything beyond our ability, we will refer to the UMD Emergency Center.

16. Safety and Security

Safety is a primary concern. Like all college campuses, UMD has its own set of security and patrol police. They are also equipped with emergency boxes throughout the campus. Also, like many college campuses, while inherently safe as a whole, they are not without risks, and safety issues. Visit UMD website for more: www.umd.edu

A. Walking on campus

- A. No participants should walk alone at any time
- B. **YOUTH participants are REQUIRED to WALK IN GROUPS with an ADULT at all times. They cannot be without ADULT presence unless in the privacy of their rooms, or in the bathrooms. This is a rule we expect ALL of our participants to adhere to at all times!**
- C. YOUNG ADULTS may walk in pairs or more, but CANNOT walk other YOUTH without an ADULT present.
- D. ADULTS should walk in pairs at the very least, but will be expected to assist with walking groups of youth between building/events.
- E. Youth should never be alone with any adult.

B. Personal items

- A. Anything of value should be kept at home
- B. Each person has a key to their own room; no more than 3 individuals will be in a room together
- C. Dorm rooms should remain locked at all times
- D. Encounter is not responsible for lost or stolen items

C. Site Safety

- A. **Adults on site are responsible for the safety of all participants**
 - 1. **ALL PARTICIPANTS MUST FOLLOW ALL RULES**
 - 2. Staying with your group or with an approved site adult is required when working at sites
 - a. In some cases, groups may be split into subgroups to do service; HOWEVER, they should remain in the same building
 - b. Youth should never be alone with any adult; two or more youth plus adult is acceptable.

17. Food

The food is actually rather good! Individuals with food allergies can check out the UMD catering/cafeteria for food options www.umd.edu and should contact the directly the UMD nutritionist at schrimpe@umd.edu to be sure they are aware of specific allergies - they work very well with this.

Otherwise, those with food allergies should bring their own non-perishable food for safe personal consumption.

A. UMD catering/Parish Provided Lunches

- A. Lunches are made by various parishes donating the food
 - 1. Food will be a self serv assembly
 - 2. Choices will have a variety of options some GF, some dairy free, some nut free
- B. Two of our other meals are provided by UMD catering
 - 1. Dinner will be in the main cafeteria – various options are available for meals, and is of an all you can eat variety
 - a. meal cards are available for overnight residing participants only
 - b. cash is accepted for any visitors for meals
 - 2. Breakfast will be provided by Goodies to Go, a UMD catering company, in the Stamp Union and is continental style
 - a. it is largely carbohydrate and wheat based foods
 - b. dairy and fruit options available

B. PG county FOOD information

Due to health code restrictions by PG County, large group food donations, or **ordering from outside food vendors not approved by UMD are not allowed** – thus we do NOT encourage large group/parish food orders from outside groups (this includes vendors such as pizza, Chinese etc.)

- 1. **NO LATE NIGHT FOOD ORDERS**
- 2. Snacks provided by parish groups may be shared and consumed in dorms

C. Lunches

- A. Some sites provide lunches for our volunteers; most do not, thus we have bagged lunches available for our participants to take to sites.
- B. Parishes can volunteer to make all or a partial days worth of sandwiches which total about 300 each day. Contact lunches@eglweb.org
 - 1. Lunches may contain: non-perishable foods – sandwich, fruit, snack, dessert, drink, napkin, prayer/words of encouragement
 - a. Peanut butter and jelly is the most popular
 - b. Ham/processed meat w/ cheese (no mayo)
 - c. Small cans of tuna with mayo packets/crackers
 - 2. Parishes can contribute non-perishable snacks to accompany lunches: cookies, chips, fruit, granola bars etc.
 - 3. Food allergies will be considered, but not guaranteed – no dairy, wheat, peanut butter etc.
 - a. Those with severe allergies should plan to bring safe food products with them for safe consumption.
 - 4. Refrigeration is NOT guaranteed – do not plan to bring perishables



Volunteer

18. Volunteers/Donations –

There are many ways adults can help at ENCOUNTER, without having to be a full time chaperone. BEFORE, DURING or AFTER Encounter, if you have time to spare throughout the year, we will take your help anywhere! Look at the possible opportunities below, and also check out our website www.eglweb.org which lists a host of other areas of need. Some of the current needs are:

A. Jobs

1. **Sites** – help contact via email, phone mail, follow-up
2. **Food** – coordinating donation of lunches; organizing hand out of lunches
3. **Fundraising** – assistance with development ideas
4. **Drivers** – to and from sites; to ENCOUNTER; from ENCOUNTER
5. **Liturgy** – contact priests for liturgies; plan sacramental events
6. **First Aid** – arrange materials for First Aid; act as residential aid during daytime/week
7. **Stage Manager** – assist with equipment/set up of stage;
8. **Environment** – assist with theme set up of space at UMD
9. **Day help** – assist in afternoons with chaperones
10. **Transportation** – help coordinate transportation to sites
11. **Registration** - assist BEFORE, DURING and AFTER with paper work
12. Plus many more other areas not listed..... look to the website for more!!!!

B. Donations – Donations of in kind services, cash or grants are welcome at any time. Please see the website for more information

19. House Band

Our [Encounter House Band](#) is a regional band of youth and adults, from all different parishes, that is both a faith community and a ministry. It provides an avenue for reaching out to the rest of our community--especially other youth--through the gifts of music and witness. The music is purposefully chosen to highlight many different ideas that arise from our baptismal call (and responsibility), and is arranged/assembled with the intention of developing new skills in younger participants and leadership skills in elder. Typical rock instrumentation is used, although many different styles are "fair game."

This group is made up of all ages, and includes Encounter participants as part of the musical service provided at Encounter. House Band interacts directly with our Animators/Drama team, works with our Liturgy Team and also develops sets and programs independently. Rehearsals occur year round. **Anyone is welcome to join HOUSE BAND – houseband@eglweb.org**



20. Animators/Drama

Animators/Drama is the Encounter performance group. Animators create action to share the message of prayer, social justice, emotion and Liturgical events with all the participants of Encounter. **Anyone is welcome to participate in the Animators – animators@eglweb.org**





FORMS

Rules & Expectations for Encounter

The safety and growth of all people at Encounter are our top priorities.

We have simple expectations:

1) RESPECT EACH OTHER: We are here to serve and be a community, to help all of us grow in response to the Gospel. We need to be willing to be direct & honest with each other. We need to treat others with dignity and respect. More specifically; we need to watch our attitude, language use and interactions throughout the entire week. We need to be where we are supposed to be at all times. We also need to participate fully in our Site Groups and Parish Groups, as well as in all other program settings. We must all wear our nametag on our chest, during the entire week, so that we are easily identified.

2) RESPECT OUR FACILITIES: We are privileged to be able to visit our sites and to use our hosts' facilities. We should treat our surroundings with care & attentiveness. While we do not expect it, any damage to the facilities will be charged to the responsible individuals or parish groups.

3) RESPECT YOURSELF: Keep yourself safe and healthy. Do not do or bring anything that endangers your health or well-being. You need to take care of your normal personal needs while at Encounter, (i.e.: eat appropriately, drink plenty of fluids, get enough sleep, etc...). We also need to keep track of you. No person shall go anywhere alone. All young people need to stay in the company of an adult leader while at Encounter. You must have your nametag/release form with you at all times, no exceptions will be tolerated. No smoking, no alcoholic beverages, and or illegal substances are allowed. The MD Police and parents will both be notified if anyone is caught with or under the influence of illegal substances.

Other related and more specific expectations will be announced as needed during the week. However, you will find that they all flow from the expectations noted above. The Encounter Team reserves the right to send anyone home who is in violation of our rules without a refund of monies.

REMEMBER:

This will be one of the most amazing things you have ever done! We want to keep it real!

There are basic expectations that all individuals are required to respect as stated before. Some very specific rules are listed below:

- A. **Parish Group leaders are responsible in full for the behavior of their youth, young adults, and adults at all times.** Encounter expects the parish leader to respect the rules of the program and encourage their participants to do the same
- B. **NO COED mingling in dorms at ANY times**
 - 1. No coed visitors to rooms, floors or common areas on floors
 - 2. First floor common area/lobby (if available); exterior of dorms available for coed socializing
- C. **NOISE LEVELS must be reasonable**
 - 1. We are visitors to UMD, no loud noises, music etc. in the dorms or on the grounds
- D. **LIGHTS OUT**
 - 1. **11 PM for ALL participants – adults, young adults, and youth**
 - a. Staff will see to the nighttime rotations – expecting all to be in rooms at 11 PM – **including all adult participants**
 - b. We expect all to cooperate so that our daily interaction will not be affected by a lack of reasonable rest/recovery.
 - c. **NO LATE NIGHT FOOD ORDERS!**
- E. **SAFETY**
 - 1. Any activity that is deemed unsafe to oneself or to others may result in removal from the camp – this includes but is not limited to the possession/use of illegal and/or substance abuse type products; violent actions; destruction of property; pranks that can involve injury or harm to others.
 - 2. **Nametags with pertinent safety information MUST be worn at all times** (these will be issued on the first day)
 - 3. **Youth MUST be within visual contact of adult leaders at all times**
 - a. This means that the youth and adult are aware of each other
- F. **Youth and Cell phones:** always a good idea for emergency use
 - 1. NOT to be used for texting/phoning friends during Encounter
 - 2. NOT to be used to disengage from site service/activity/community
 - 3. **Cell Phones are ONLY** for checking in with parents at bedtime or when waking up. They might also be used to facilitate the activities of your site group. They are not to be used for conversations. **The only exception is to simply locate or quickly give needed info to another Encounter participant –only when necessary.**
 - 4. Cells phones used inappropriately [violating the above rules] will be taken away and placed in security.
- G. **Spending money** – all participants should bring some additional cash for emergency needs.
 - 1. Transportation by Metro/bus may be necessary for some groups, so expect at least \$40 for transportation fees needed.
 - 2. There will also be opportunities to purchase items from the UMD, food stores etc... as needed, but not necessary.
 - 3. Everyone should be very sure to secure money, valuables, keys and meal cards, AT ALL TIMES.
- H. **Rooms/Roomates/Keys**
 - 1. **No switching of keys, meal cards OR roommates**

This info should be reviewed by parents, youth, and adult participants!

What to Bring:

Checklists are wonderful! You will forget less stuff if you actually use it...**BOLD** items are necessary for the week – other items are as needed by you.

Bring: (Label Everything with your name!)

- ___ **1 small water bottle**
 - ___ **Personal Hygiene Supplies (soap, deo, toothbrush...)**
 - ___ **Fan—a small, cheap one, dorm rooms do not have A/C**
 - ___ **Pillow and sleeping bag (or sheets and blankets)**
 - ___ **Towels—two!** One may be needed at sites
 - ___ **Sunscreen and bug repellent**
 - ___ **1 White/light work hat** (you may work outside in the sun)
 - ___ **4 White/light work shirts** (t-shirts with sleeves)
 - ___ **4 Work shorts/pants** (must be appropriate length)
 - ___ **1 long work pants** (some sites require long pants)
 - ___ **Sweatshirt or jacket** (weather can change/rain sometimes)
 - ___ **1 or 2 appropriate swimsuits** (some sites go to swim centers)
 - ___ **3-5 Casual shirts**
 - ___ **3-5 non-work shorts &/or pants**
 - ___ **Walking Shoes (closed toe/closed heel shoes are required; sandals don't go on sites!)**
 - ___ **Socks, Underwear, & appropriate sleepwear**
 - ___ **\$50-70 total in extra spending money for Metro, Snacks, gifts, etc...**
 - ___ **Prescription & OTC Meds that you need to take** (be sure to tell your group leaders!) (If you need it, you need to be able to carry any life saving things like inhalers and bee kits with you!)*
- *Meds for ADHD, depression, etc. should be maintained during Encounter, as the same attention and emotional needs that are present during the school year apply during this experience. Please do not choose this week to 'take a break' from your meds. We need all our participants to be at their peak of openness and cooperation for the experience to be fulfilling.
- ___ 1 Stuffed animal if you want
 - ___ Healthy snacks to share on the snack table
 - ___ Lifeguard License (may be useful at some sites)
 - ___ Cheap or disposable camera
 - ___ Address book and pen
 - ___ **Honesty, Humor, and Respect**
 - ___ **Open mind**
 - ___ **Compassion, Understanding, & Willingness to Communicate**
 - ___ **Willingness to have lots of fun, grow, and build friendships!**
 - ___ **Irrational Hope!**
 - ___ **Any other stuff your group leader says**

Do Not Bring:

- Drugs, Alcohol, or other illegal or abused substances or paraphernalia
- Weapons or anything like a weapon
- Personal radios, Tape/CD players, TV's, hand held or game systems, etc...
- Things that are made to burn—including cigarettes (no smoking anything allowed)
- Inappropriate clothing (please keep tops and bottoms covering body parts)
- Closed Mind
- Poor Attitude
- Prejudice or Intolerance
- Pre-conceptions or Cliques
- Enough stuff for 6 weeks

Directions

Directions to the University of Maryland, College Park

"Recommended" routes are likely to have the most favorable traffic at most times. Consider "alternate" routes, if traffic appears heavier on the recommended route.

From Baltimore and Points North

Recommended:

1. Take I-95 South to the Capital Beltway (I-495)
2. Take Exit 27 and then follow signs to Exit 25, "U.S. 1 South, College Park"
3. Proceed approximately two miles on U.S. Route 1 South
4. Follow signs to turn right into Visitor Center parking area.

Alternate:

1. Take I-95 South to the Capital Beltway East (I-495)
2. I-95 South will merge to the left, joining I-495
3. Take Exit 23 "201 Kenilworth Avenue Bladensburg Greenbelt"
4. Proceed South on 201 in the direction of "Greenbelt Road and Bladensburg"
5. At 2nd light, turn right onto Paint Branch Parkway
6. Proceed approximately two miles to U.S. Route 1
7. Turn left onto US Route 1
8. Follow signs to turn right into Visitor Center parking area.

From Baltimore and Points North, or Washington DC and points South, Via 295 (the Baltimore/Washington Parkway):

1. Take 295 to its Northern intersection with the Capital Beltway (I-95/I-495)
2. Exit at I-95 / I-495 North
3. Stay in right lane
4. Take Exit 23 "201 Kenilworth Avenue Bladensburg Greenbelt"
5. Proceed South on 201 in the direction of "Greenbelt Road and Bladensburg"
6. At 3rd light, turn right onto Paint Branch Parkway
7. Proceed approximately two miles to U.S. Route 1
8. Turn left onto US Route 1
9. Follow signs to turn right into Visitor Center parking area.

From Virginia and Points South, Via MD Side of Capital Beltway (I-495)

Recommended:

1. Take I-66 East or I-270 South to Capital Beltway (I-495)
2. Go East on I-495 toward "Baltimore"
3. Take Exit 28B "650 South New Hampshire Avenue Tacoma Park"
4. Go South on New Hampshire Avenue, approximately 1/2 mile
5. At the second traffic light, turn left onto Adelphi Road
6. At the third traffic light, turn left onto University Boulevard (Route 193)
7. Turn right at next traffic light onto Stadium Drive
8. Refer to roadside map or use adjacent telephone to call Visitor Center by dialing 301.314.7777 from your cell phone or x47777 from a campus phone for further directions.

Alternate:

1. Take I-66 East or I-270 South to Capital Beltway (I-495)
2. Go East on I-495 toward "Baltimore"
3. Take Exit 25, "U.S. 1 South, College Park"
4. Proceed approximately two miles on U.S. Route 1 South
5. Follow signs to turn right into Visitor Center parking area.

From Bowie, Annapolis, and Points East, Via U.S. 50 West

Recommended:

1. Take U.S. 50 West to the Capital Beltway (I-495)
2. Go North on I-95/I-495 toward Baltimore
3. Take Exit 23 "201 Kenilworth Avenue Bladensburg Greenbelt"
4. Proceed South on 201 in the direction of "Greenbelt Road and Bladensburg"
5. At 3rd light, turn right onto Paint Branch Parkway
6. Proceed approximately two miles to U.S. Route 1
7. Turn left onto US Route 1
9. Follow signs to turn right into Visitor Center parking area.

Alternate:

1. Take U.S. 50 West to the Capital Beltway (I-495)
2. Go North on I-95/I-495 toward Baltimore
3. Take Exit 25, "U.S. 1 South, College Park"
4. Proceed approximately two miles on U.S. 1 South
5. Follow signs to turn right into Visitor Center parking area.

From Washington, D.C. (Northwest/Southwest) Via 16th Street North

1. Take 16th St. North 16th St. becomes Georgia Ave. North at Maryland/D.C. line
2. Go East on the Capital Beltway (I-495) toward "Baltimore"
3. Take Exit 28B "650 South New Hampshire Avenue Tacoma Park"
4. Go South on New Hampshire Avenue
5. Proceed approximately 1/2 mile
6. At the second traffic light, turn left onto Adelphi Road
7. At the third traffic light, turn left onto University Boulevard (Route 193)
8. Turn right at next light onto Stadium Drive
9. Refer to roadside map or use adjacent telephone to call Visitor Center by dialing 301.314.7777 from your cell phone or x47777 from a campus phone, for further directions.

From Washington, D.C. (Northeast/Southeast), Via U.S. 1 North

1. Take Rhode Island Ave. (U.S. 1 North)
2. Rhode Island Ave. (U.S. 1 North) becomes Baltimore Ave. North at the Maryland/D.C. line
3. Proceed through the city of College Park
4. Turn left at Rossborough Lane into Visitor Center parking area.

Rail Directions

[Metrorail from Washington, D.C.](#)

- Take the Red Line train (toward Glenmont); transfer at the Fort Totten station to the Green Line train (toward Greenbelt); get off at the College Park/U of MD station.
- Or take the Green Line train (toward Greenbelt); get off at the College Park/U of MD station.
- The university's Shuttle-UM buses pick up university-bound passengers on the EAST side of the metrorail station.
- Get off the Shuttle-UM at the "M" (or second) stop for the Office of Undergraduate Admissions. Cross street and walk south toward Mitchell Building.

[MARC from Baltimore \(Inner Harbor\)](#)

- Take the Camden Line train (toward Washington, D.C.); get off at the College Park station.
- The university's Shuttle-UM buses pick up university-bound passengers on the EAST side of the Metrorail station.
- Get off the Shuttle-UM at the "M" (or second) stop for the Office of Undergraduate Admissions. Cross street and walk south toward Mitchell Building.

[MARC from Baltimore \(Penn Station/West Baltimore/BWI Airport\)](#)

- Take the Penn Line train (toward Washington, D.C.); get off at Union Station.
- Transfer to the Metrorail system.
- Take the Red Line train (toward Glenmont); transfer at the Fort Totten station to the Green Line train (toward Greenbelt); get off at the College Park/U of MD station.
- The university's Shuttle-UM buses pick up university-bound passengers on the EAST side of the Metrorail station.
- Get off the Shuttle-UM at the "M" (or second) stop for the office of Undergraduate Admissions. Cross the street and walk south toward Mitchell Building.

[Amtrak](#)

- To Washington, D.C. (Union Station): Transfer to Metrorail system. Follow directions above.
- To New Carrollton, MD: Transfer to Metrorail system, taking the Orange Line to the Green Line, and following directions above.