

2010 Kids' Camp Registration Information

****Changes have been made from last year – please read all instructions!****

Enclosed you will find:

- Camper Registration Forms
- Fundraiser Flier
- Posters
- Bulletin Insert
- Staff Application Forms
- Camp Promo DVD
- Church Summary Form
- Counseling Group Registration Form

>>All information can be found and downloaded from www.mnaog.org through the Children's Ministry Department tab. Additional supplies are available upon request.

Step 1: Planning for Camp

- a) Choose a Week and start advertising now!!
 - >>Hang up posters. We have included two with both weeks of camp here, or you can download a poster from our website with just the week you will be attending.
 - >>Print advertisement in your Sunday bulletin or include bulletin inserts.
 - >>Show the Camp promo DVD in as many places as you can.
- b) Set a deadline for registrations to be turned in to your office.
 - >>Suggested deadline is Sunday, May 9, 2010.
- c) Start Recruiting Counselors now; many need to plan vacations around camp.
 - >>Schedule a counselors' meeting a few weeks before camp to go over the staff manual.
 - >>One copy of the manual will be mailed to you after we receive your forms. Please make copies for all staff from your church.
- d) Let families needing assistance know about the Lake Geneva **Partial Scholarship Program**
 - >>**Apply ASAP.** The scholarships are limited and are first-come, first-serve.
 - >>Your church will receive a letter with this information; please provide copies and follow the directions on the form.
 - >>A copy of the Scholarship Acceptance Form **must** accompany the camper's registration.
- e) Decide if you will help families raise money for camp by holding fundraisers.
 - >>See the enclosed flier on the Tom Evans Fund Raising Spirit Bars sponsored by the Minnesota District Children's Ministries Department.

Step 2: Collect Camper Registration Forms from Parents

- a) Forms must be filled out completely, including the Health Record & payment sections.
- b) Parents must have signed the form. If not signed, the child cannot attend camp.
- c) Ensure correct church name and city is noted.
- d) Ensure appropriate camp week is noted (Week 1 or 2).
- e) Keep a record of name and addresses of all campers for follow-up after camp.
- f) Make note of all campers with special needs. Arrange for a PCA if appropriate.

Step 3: Complete the Church Summary Form

- a) List ALL non-counseling adults who are attending with your church (i.e. pastors, nurses, rec assistants, grandparents, etc.).
 - >>Counselors and CIT's are listed on the Counseling Group Registration Form, and therefore are not included on this form.
- b) This form reserves sleeping quarters for each adult.
- c) Paper-clip all non-counselor Staff Applications Forms to this Summary Form.

CHANGE THIS YEAR:

- >>>All staff, including pastors, are required to pay the \$35 registration fee.
- >>>>The registration fee for CIT's is \$100.

>>>>CONTINUED ON BACK>>>>

<<<<CONTINUED FROM FRONT<<<<

Step 4: Complete the Counseling Group Registration Forms

- a) Your church is required to send along capable & qualified camp counselors.

**Required ratios: 1 male counselor for every group of 3-8 boys
 1 female counselor for every group of 3-8 girls**

Counselors: MUST be over age 18 & complete Staff Application form with completed Pastor's Reference (including returning counselors).

CIT's (Counselors in Training): MUST be age 16 by 9/1/2010 & complete Staff Application form with completed Pastor, Parent, and Teacher/Coach References.

NOTE: Camp counselor refers to "an adult in charge of a group of children at camp" and does not imply they are licensed to give counsel.

CHANGE THIS YEAR:

>>There will be a \$100 fee if you do not send a counselor for every group of 3-8 boys and every group of 3-8 girls.

Examples: 3 boys = \$100 fee; 3 boys, 3 girls = \$200 fee;

>>Additionally, those churches that do not send counselors will be placed on a waiting list until we are certain we have sufficient supervision for those campers.

- b) Complete one Counseling Group Registration Form **per group**. (6 groups = 6 forms)
>>Do not mix boys and girls.
>>Housing will be assigned from this form.
>>Please note any special needs after camper's name.

Step 5: Send ALL Forms to the District Office

- a) **MUST be postmarked by Friday, May 14, 2010**
b) Include Camper Registration Forms, Counseling Group Registration Forms, Church Summary Form, and all Staff Application Forms.
c) CIT Reference Forms may be mailed in separately but still must be postmarked by Friday, May 14, 2010.

Step 6: Before Departing for Camp

- a) Collect all medications and spending money and put them in separate zip-lock baggies.
>>MUST be clearly marked for each child.
>>Medications must be in original containers.

Step 7: When Arriving at Camp

- a) Follow the directions of signs and people directing traffic about where to park.
b) The church's camp coordinator will go to the gym to check the church in, turning in all camper medications. Everyone else should stay in the vehicle.
c) If a staff member needs a cell phone or a picture taken for their ID, send them alone.
>>No campers will be allowed in the gym.
d) Have campers put their luggage in their assigned cabins.
e) Turn spending money into camp banker.
f) Lunch starts at 12:30 p.m.

Step 8: When Leaving Camp

- a) Decide if you will eat lunch on Friday in the cafeteria or in your vehicle.
>>Communicate this to the counselors and staff from your church and follow departure directions in staff manual.
b) Make sure you have all campers and staff from your church in your vehicles before leaving camp.
c) Make sure to contact with families of campers who do not normally attend your church shortly after camp.