

2017 Kids Camp Registration Information

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

>>All forms and the promo materials can be found and downloaded at www.mnaog.org through the Minnesota Kids' Ministry page. Please contact Erin at 612-332-2400 or ecorbett@mnaog.org with any questions or help with online documents, including needing hard copies.

Step 1: Planning for Camp

- a) Choose a week to attend camp and start advertising now!!
 - Print poster from online and hang up in multiple places around your church.
 - Print advertisement in your Sunday bulletin.
 - Show the camp promo video as often you can.
 - Set a deadline for registrations and applications to be turned in to your office. Suggested deadlines are:
 - Week 1 - Sunday, April 30th (Our due date is Friday, May 5th)
 - Week 2 - Sunday, May 7th (Our due date is Friday, May 12th)
 - Week 3 - Sunday, May 14th (Our due date is Friday, May 19th)
- b) Start recruiting counselors now; many will need to plan vacation time around camp.
 - Schedule a counselors' meeting a week before camp to go over the Volunteer Manual.
 - The Volunteer Manual and all job descriptions are on our website. Please use them to recruit and train all volunteers from your church.
- c) **Print all necessary forms from our website: www.mnaog.org.**
 - Please do not use forms from previous years. We update our forms yearly and the fine print/legal notices may have changed. Please contact Erin to get the editable form.
- d) Let families needing assistance know about the Lake Geneva **Partial Scholarship Program**
 - **Families should apply ASAP.** The scholarships are limited and awarded on a first-come, first-serve basis.
 - Please be aware that there is a maximum of 5 scholarships awarded per church and those who utilize a scholarship are not permitted to pre-purchase camp shirts or send pre-paid spending money with their registration forms.
 - Please provide copies for families and instruct them to follow the directions on the form.
 - A copy of the Scholarship Acceptance e-mail **must** accompany the camper's registration.
- e) Decide if you will help families raise money for camp by holding fundraisers.

Step 2: Collect Camper Registration Forms from Parents

- a) Forms must be filled out completely, including the health information section & payment sections.
 - **Parents must sign the form. If not signed, the child cannot attend camp.**
- b) **Make a copy of the front and the back of insurance cards for all campers and underage volunteers on a full piece of paper. (Please, DO NOT use staples.)**
- c) Ensure correct church name and city and appropriate camp week (Week 1, 2 or 3) are noted.
- d) Make note of all campers with special needs. Arrange for a PCA if appropriate and have parents fill out the Personal Care Attendant Form.
- e) Have parents fill out Diet Modification Form for any campers with special diet/allergy requirements prescribed by a doctor.
- f) Keep a record of names and addresses of all campers for follow-up after camp.

Contact Erin at 612-332-2400 or ecorbett@mnaog.org with questions.

Step 3: Complete the Counseling Group Reservation Forms

- a) Complete one Counseling Group Reservation 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. (e.g. Autism)
- b) 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 the Volunteer Application Form with completed Pastor's Reference and the Background Check Disclosure Form (including returning counselors). Fee is \$100.
 - **CITs (Counselors in Training):** MUST be age 14 by 6/1/2017, **attend with an approved counselor to "train" them** & complete Volunteer Application Form with completed Pastor, Parent, and Teacher/Coach References. Fee is \$150.
- 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.

Can't find enough counselors?

>>There will be an upfront charge of \$125 if you do not send a counselor for every group of 3-8 boys and every group of 3-8 girls.

Examples: 3 boys = \$125 fee; 3 boys, 3 girls = \$250 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.

>>We also cannot guarantee the campers will be in the same counseling group/cabin.

Step 4: Complete the Church Leaders' Form

- a) List ALL non-counseling adults who are attending with your church (i.e. pastors, nurses, rec assistants, grandparents, etc.) on the Church Leaders' Form.
- Counselors and CITs are listed on the Counseling Group Registration Form, and therefore are not included on this form.
 - This form reserves sleeping quarters for each adult.
- b) Paper-clip all non-counselor Volunteer Application Forms and the corresponding Background Check Disclosure Form to this sheet.
- c) All staff, including pastors, are required to pay the \$100 registration fee.

Step 5: Send ALL Forms to the District Office

- a) **MUST be postmarked by the following dates:**

- **Week 1 - Friday, May 5th**
- **Week 2 - Friday, May 12th**
- **Week 3 - Friday, May 19th**

Mail To: MN Kids Camp
1315 Portland Ave. S
Minneapolis, MN 55404

- b) Include Camper Registration Forms, Counseling Group Reservation Forms, Church Leaders' Form, all Volunteer Application Forms, Background Check Disclosure Forms and checks made out to **Minnesota District Council**.
- c) CIT Reference Forms may be mailed in separately but must be postmarked by Friday, May 19, 2017.

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