

CHURCH GROUP  
REGISTRATION HANDBOOK  
SUMMER 2010



Camp Tadmor  
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# Camp Tadmor Church Group Registration Handbook

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## CHURCH GROUP REGISTRATION

### 1. Reserving Cabins:

Reserve cabins online at [www.tadmor.org](http://www.tadmor.org). Please be prepared to provide the following information:

- \* Camp session you prefer.
- \* Number of full or partial cabins you want to reserve per gender.
- \* Credit card information for deposit.

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- 1 full cabin = 10 campers and 1 counselor (same gender)
    - Rate = 10 x regular camper fee
    - Counselor attends free of charge
  - Partial cabin = 2-5 campers and 1 counselor (same gender)
    - Rate = # of campers x regular camper fee
    - Counselor fee = 1 regular camper fee less \$50.00

An electronic contract will be sent to your email confirming details of your reservation.

***Please inform the parents of your students that they are NOT to register directly with Camp Tadmor if they are coming with the church group. This will prevent double booking.***

### 2. Grade Divisions:

Junior Camps – entering grades 3,4,5, and 6 in fall of 2010

Middle School Camps – entering grades 6,7, and 8 in fall of 2010

High School Camps – entering grades 9,10,11,and 12 in fall of 2010

*CAMPERS MUST FIT GRADE REQUIREMENTS LISTED FOR EACH CAMP SESSION.*

### 3. Signing the contract:

The contract is a binding agreement and is considered signed once the name and position sections under the agreement have been completed and the deposit payment processed. At that point the church is responsible for the full payment of all guaranteed reservations.

The number of campers indicated on the contract is the exact number for which the church is responsible to pay.

### 4. The Deposit:

A non-refundable, non-transferable deposit is required at the time of reservation.

- Full cabin - \$500.00
- Partial cabin - # of campers + counselor x \$50.00.

## 5. Additions/Changes/Cancellations:

- a. Additional cabins may be reserved online if they are available. An additional contract will then be sent to your email address. If the website shows that no cabins are available, call the Tadmor office to be placed on a waiting list.
- b. Cancellation  
Notification must be given to Camp Tadmor by phone by May 1<sup>st</sup> to be released from paying the balance (excludes deposit). If cancellation is made after May 1<sup>st</sup>, the church is responsible for the entire camp fee for all participants. Camp Tadmor is unable to issue refunds for cancellations or changes made after May 1<sup>st</sup>.

## 6. Final payment:



**AVOID LATE  
FEES!!!**

Final payment for the contracted amount is due 30 days prior to the first day of the camp session (see date on contract). A late fee of 10% of the full contract guarantee will be charged if full payment is not received by check-in on first day of camp session.

*Final payment for church group reservations may be paid online by credit card or you may send a church check (one check please) or money order. Individual camper checks are not accepted.*

## 7. Promotional and Planning Considerations:

- a. Camp Tadmor has a brief 3-5 minute promotional video (DVD format) that would be appropriate for either individual Sunday school classes or as an announcement during a church service. Please call the Tadmor office to request a copy for your church.
- b. We encourage you to require deposits and pre-payments to assist you in getting firm commitments from parents. *You may want to set deposit and final payment deadlines a few weeks earlier than our deadlines to give the church treasurer plenty of time to draft a check.*
- c. If you are interested in having a Camp Tadmor representative help promote at your church, please call 541-451-4270 ext. 27.
- d. **A free church counselor orientation day is planned for May 8<sup>th</sup> from 9:00 a.m. to 2:00 p.m. at Tadmor.** This will be a great opportunity to get acquainted with the facilities, staff and schedule so that you can make the most of your week at camp. Call to reserve your space.

## 8. Confirmation Email Packet:

You should receive an email confirmation with the following attachments shortly after you complete your online reservation:

1. Copy of contract
2. Health and Liability Release Form  
Please give this form to the parents of each camper. This form needs to be completed and signed in its entirety by the parent or legal guardian for each camper (NOT the youth pastor or anyone else). ***Campers will not be allowed to participate in camp unless we have a completed form, signed by parent or legal guardian.***
3. Counselor Registration Form/ Counselor Health and Liability Release Form
  - The Counselor Registration Form must be filled out and signed by the counselor **and** senior pastor.
  - The Counselor Health and Liability Release Form must be completed and signed by each counselor.

*We suggest you keep a copy of each completed form for your records. The originals are to be handed in at check-in on the first day of camp.*

4. Important Information Sheet  
Please give this sheet to the parent of each camper who has turned in his or her Health and Liability Release Form and deposit. Remember to give one to each counselor as well.

***IT IS IMPORTANT THAT ALL FORMS ARE ACCURATE AND LEGIBLE WITH PROPER SIGNATURES. YOUR GROUP WILL NOT BE ABLE TO PARTICIPATE AT CAMP UNTIL ALL FORMS ARE COMPLETED.***

## 9. Prior to arrival:

Log in to the CBNW website (you will also need your group ID number from your email confirmation). Under the "housing" tab enter camper names, grades and shirt sizes according to housing groupings. You may make changes in this window until Friday noon prior to the session. Any housing/name changes after that time will need to be made at check-in.

***ALL NAMES, GRADES AND SHIRT SIZES NEED TO BE ENTERED ON YOUR WEBSITE REGISTRATION BEFORE NOON ON THE FRIDAY BEFORE YOUR CAMP SESSION.***

## 10. Group Check-in

### a. When?

Camper check-in for each camp session is from 4:00 – 5:30 p.m. on the first day of camp. Church counselors (**NOT campers**) who are not traveling with their group may arrive from 2:30-4:00 p.m. A BBQ dinner is served at 6:00, followed by our opening session at 7:00.

- If your group will arrive **later than 5:30**, please call the camp office with your estimated arrival time.
- If your group will arrive **later than 6:00**, please make plans to eat before you arrive.

### b. Where?

Once you arrive at camp you will be given directions for check-in.

### c. How?

One person, preferably the youth pastor or camp coordinator, should check-in for the campers. *This person should be the only one from your group at the registration table.* Upon arrival, this person should have the following ready for the registrar:

\*Any payment due (by church check or money order)

\*All completed and signed Health and Liability Release forms (one for each camper)

\*All completed and signed Counselor Registration and Health and Liability Release forms (one for each counselor).

\*Any changes in registration, i.e. cancellations and replacements. (If a camper comes as a replacement, their completed registration form must be turned in at this time).

***IT IS IMPORTANT THAT ALL FORMS ARE ACCURATE AND LEGIBLE WITH PROPER SIGNATURES. YOUR GROUP WILL NOT BE ABLE TO PARTICIPATE AT CAMP UNTIL ALL FORMS ARE COMPLETED.***

After completing the check-in process, the registrar will give cabin assignments to the leader. At this time the group is free to move into their cabin(s).

## COUNSELOR INFORMATION

### Counselor Requirements:

The requirements for a good counselor are:

1. Spiritual dedication
2. Love for the Lord
3. Love for young people
4. Ability and willingness to follow camp leadership
5. Insight to help a camper (or lead to someone who can assist)
6. Physical ability to participate in camp activities
- 7. At least 19 years of age.**

It is ideal that the counselor be several years older than the campers they are counseling. Counselors must meet all seven requirements in order to counsel at Camp Tadmor.

In the case of a partial cabin, Camp Tadmor reserves the right to place campers from other churches in cabins with your campers. Camp Tadmor will provide a counselor for the campers not attending with your group.

A Counselor Registration Form needs to be filled out by each church counselor and signed by both the counselor and the senior pastor.

If campers and counselors are arriving separately, please instruct campers not to arrive before the counselor's expected arrival time. Campers will not be allowed to go to their cabin until the counselor has arrived and has checked in with the registrar.

**\*Optional church counselor orientation – May 8, 9:00 a.m.– 2:00 p.m. at Tadmor. Call to reserve your space.**

## YOUTH PASTOR INFORMATION

### **1. Overnight Stay for Youth Pastors:**

If the youth pastor is not attending camp as a counselor, but is attending in an advisory capacity, he may pay the counselor rate and bunk with the campers. He will be included in the camper count for that cabin (max. 10 campers per full cabin/ 2-5 campers per partial cabin).

### **2. Overnight Stay for Bus Drivers:**

If your bus driver needs to spend the week at camp, he may pay the counselor fee and bunk with the campers. He will be included in the camper count for that cabin (max. 10 campers per full cabin/2-5 campers per partial cabin). Whether the driver spends the week, or not, he or she is welcome to stay for the barbecue the first day of camp.

### **3. Visitation during Week:**

Due to security reasons, Camp Tadmor has a closed campus policy. We do not allow visitors during the week. Exception will be made only for a member of your church leadership who wishes to visit the students in his or her youth group during afternoon free time. Arrangements must be pre-approved by the program director prior to visiting. Please let us know if you are planning to eat a meal with your students.

PLEASE NOTE: CAMP TADMOR REQUIRES ALL NON-COUNSELING GUESTS (i.e., youth pastors, bus drivers) TO BE AT LEAST 19 YEARS OF AGE.

## MEDICAL INFORMATION

### 1. **First Aid Station:**

We have a registered nurse available during regular infirmary hours and on call 24 hours a day. Additional information regarding first aid and medication will be given out at the first counselor meeting.

### 2. **Medications:**

All medications brought to camp must be turned in to the camp nurse during check-in. All prescription medications must be in their original container with camper's name, name of medication, and directions clearly marked on pharmacy label. All over-the-counter medications must be in original container and accompanied by parental instructions.

### 3. **Camper Insurance:**

Camp Tadmor provides secondary insurance for campers while they are on our grounds. Secondary means that, in case of an injury while on our grounds, our insurance will provide coverage within its limits after other insurance coverage has been extended to its limits, or in the event of no other coverage.

All injuries that occur on our grounds must be reported to the nurse on duty in our Health Center. Please call our office if you desire more specific information about camper insurance.

### 4. **Transporting Injured Campers:**

For all major illnesses or injuries, as deemed necessary by Camp Tadmor's medical staff, Camp Tadmor will transport the campers to the hospital. In emergency situations Camp Tadmor may request ambulance service.

At times it may be necessary for a counselor or youth pastor to drive his or her own vehicle to the local hospital and to remain with the injured camper until a parent or guardian arrives.

### 5. **Campers Requiring Special Attention:**

You may need to bring an extra counselor for camper(s) needing special physical or mental attention. (A camper space will be required for an extra counselor; counselor rate will be charged).

### 6. **Special Diet Requests:**

If you have any campers or counselors on a special diet for medical reasons, you may contact us at (541) 451-4270 ext. 27 for any special requests.

## INFORMATION TO PARENTS

Please be sure parents...

1. ...Know they are to return their completed registration form **to the church** along with their deposit made payable **to the church**. (This form will be sent as an attachment to your email address).
2. ...Know the deadline for turning in their final payment **to the church**. We encourage you to set this deadline a few weeks earlier than our deadline to give the church treasurer plenty of time to draft a check.
3. ...Are given a copy of the "Important Information" sheet. This sheet will give them the starting and ending times of camps, a what-to-bring list, information on mailing letters and packages, etc. (This form will be sent as an attachment to your email address.)
4. ...Are informed about medication policy (See page 8, #2).

## 2010 Summer Schedule

Description	Dates		Rate
Junior 1	June 27-July 2	(Sun-Fri)	\$260.00
Middle School 1	July 5-9	(Mon-Fri)	\$260.00
Middle School 2	July 11-15	(Sun-Thurs)	\$260.00
High School	July 18-23	(Sun-Fri)	\$310.00
High School Camping (call for details)	July 18-23	(Sun-Fri)	\$260.00
Junior 2	July 25-30	(Sun-Fri)	\$280.00
Middle School 3	August 1-6	(Sun-Fri)	\$300.00
Junior 3	August 8-11	(Sun-Wed)	\$205.00
Junior 4	August 11-14	(Wed-Sat)	\$205.00
Middle School 4	August 15-20	(Sun-Fri)	\$300.00

**Grade Divisions:**

Junior Camps – entering grades 3,4,5, and 6 in fall of 2010

Middle School Camps – entering grades 6,7, and 8 in fall of 2010

High School Camps – entering grades 9,10,11,and 12 in fall of 2010

*CAMPERS MUST FIT GRADE REQUIREMENTS LISTED FOR EACH CAMP SESSION.*