

CHURCH GROUP REGISTRATION HANDBOOK SUMMER 2018



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Camp Tadmor Church Group Registration Handbook

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CHURCH GROUP REGISTRATION

Our goal is to allow you and your youth leaders to BRING your youth to camp, so that leaders and youth experience camp together. What better way for leaders and youth to bond together, thus creating a great springboard for follow-up and growth throughout the year!

If circumstances dictate that you need to use one of our counselors for a full reserved cabin or yurt, please let us know right away. With advanced notice, we will be able to provide a counselor at no cost to you. Please note: you must provide a counselor for all reserved partial cabins.

Reserving Cabins/Platform Tents/Yurts:

Reserve housing units online at www.tadmor.org. Please be prepared to provide the following information:

- * Camp session you prefer.
 - * Number and type of housing unit(s) you want to reserve per gender.
(Please note...the church MUST provide a counselor for a partial cabin)
 - * Credit card information for deposit.
-

- Full cabin = 10 campers and 1 counselor (same gender)
 - Rate = 10 x regular camper fee
 - One counselor attends free of charge with each full cabin reserved. In the event that two counselors are desired per cabin, the counselor fee (see below) will be applied and that counselor will take a camper bunk, which would make one full cabin = 9 campers/2 counselors.
- Partial cabin = 2-5 campers and 1 counselor (same gender)
 - Rate = # of campers x regular camper fee **plus**
 - Counselor fee = regular camper fee less \$50.00
- Platform tent = 7 campers and 1 counselor (same gender)
 - Rate = 7 x regular camper fee **plus**
 - Counselor fee = regular camper fee less \$50.00
- Yurt = 9 campers and 1 counselor (same gender)
 - Rate = 9 x regular camper fee
 - One counselor attends free of charge with each full yurt reserved. In the event that two counselors are desired per yurt, the counselor fee will be applied and that counselor will take a camper bunk, which would make one full yurt = 8 campers/2 counselors.

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

Please inform your students' parents that they MUST use the camper link (provided to you at the time you make your reservation) to register their child with your group. See page 4 under "Confirmation Email" for details.

Grade Divisions:

Circle T Camps – entering grades 3,4,5 and 6 in fall of 2018

Junior Camp – entering grades 3,4,5, and 6 in fall of 2018

Middle School Camps – entering grades 6,7, and 8 in fall of 2018

High School Camps – entering grades 9,10,11,and 12 in fall of 2018

CAMPERS MUST FIT GRADE REQUIREMENTS LISTED FOR EACH CAMP SESSION.

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 Deposit:

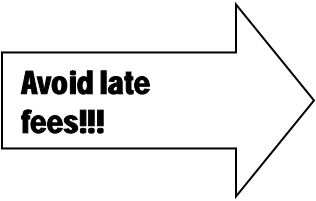
A non-refundable, non-transferable deposit is required at the time of reservation.

- Full cabin - \$500.00
- Partial cabin - # of campers + counselor x \$50.00
- Platform tent - \$400.00
- Yurt - \$450.00

Additions/Changes/Cancellations:

- Additional housing units may be reserved (if available) by logging in to your group overview or by calling 541-451-4270 ext. 21. You will need to provide an additional deposit. Your contract will be revised and accessible through your online account. If the website shows that no housing units are available, call the Tadmor office to see if a unit held out for individual registrations is available to transfer as a reserved unit. If no housing unit is available, we can put you on the waitlist.
- Cancellation
Notification must be given to Camp Tadmor by phone no later than May 1st to be released from paying the balance (excludes deposit). If cancellation is made after May 1st, 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 1st.

Final payment:



Avoid late fees!!!

Final payment of balance is due on or before 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 at check-in by church check or money order. Individual camper checks are not accepted.

Promotional and Planning Considerations:

- Camp Tadmor has a brief two-minute promotional video (DVD format) that would be appropriate for Sunday school classes or as an announcement during a church service. Please call the Tadmor office to request a copy for your church.
- 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.*
- If you are interested in having a Camp Tadmor representative come to your church to help promote camp, please call 541-451-4270 ext. 27.

Open Enrollment:

- Middle School 1, Circle T 1, High School 1, Circle T 2, Middle School 2, and Circle T 3 sessions are eligible for open enrollment. Open enrollment sessions allow you to make a reservation without committing to a firm number of students. Register the amount of kids you think you will bring. For these sessions only, you will only be charged for the number of kids you bring.
- Let us know at least seven days out how many you plan to bring so we can plan for food and other preparations for the week.
- You will only be charged for the exact number of campers you bring. For example, if you signed up for one cabin of girls, but only brought 7 campers/1 counselor, you will not be charged for the full cabin. Please note: counselor rate will be charged if there are less than ten campers attending.

Confirmation Email Packet:

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

1. PDF of Reservation Agreement
2. Camper Registration Link

Please copy and paste this link into an email and send to your campers' parents. Parents **MUST** use this link in order for their child to be placed in the reserved cabin. No payment will be taken directly from the parent at the time they register. They will be instructed in their confirmation email to pay the church directly.

All campers must have a completed online registration before they arrive at camp.

3. Counselor Registration Link

Please copy and paste this link into an email and send to your counselor(s). Each counselor will need to complete an online registration form. As stated on page 7, we expect your counselors to be 19 years old or older. However, if your church will be bringing co-counselors who are under 18 years old, please let us know as they will need a waiver signed by their parent.

All group leader(s) and spouse(s) will also need to complete a counselor registration, even if they are staying in our guest staff housing or their own RV.

4. Important Information Sheet

This is for your information. Each individual camper and counselor will receive this information as an attachment in their confirmation email after they complete their registration.

5. Tadmor Way Handbook

This is for your information. Each counselor will receive this as an attachment to their confirmation email. This is the handbook that is used by our Summer Ministry Team. It will provide helpful information for your week of camp, including Tadmor's policies and procedures, camp cheers, and helpful hints for putting together a personal testimony.

Information to Parents:

Please be sure parents...

1. ...know they must use the link you give them to complete the registration for their child. Payment is to be made payable to the **church**.
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 informed about medication policy (See page 9).

At Least Two Weeks Prior to Arrival:

Log in to your group overview. You will be able to see completed camper registrations, as well as those who have started a registration, but have not finished it. Please make sure each camper has a COMPLETED registration before arriving to camp.

Click on the "assign and/or update your housing" tab to assign campers to their housing units. **Please assign housing at least two weeks prior to your arrival.** You may make changes in this window until **five days prior** to the session. Any minor housing changes after that time will need to be made at check-in.

If you would like any incomplete registrations removed, please call Jennifer at 541-451-4270 ext 21.

Photo/DVD Preorders:

Campers will be able to preorder a cabin photo and/or DVD at the time they register. The charge for preorders will be automatically added to the group balance due. The church is responsible to secure payment of these preorders from the camper.

You may download the List of Students & Sponsors report on your group overview page to find out how much to collect from each camper for their preorder. This list will also be used to mark off those who are loading up in your vehicles...to make sure they are officially registered at Camp Tadmor.

Group Check-in:

- When?

Camper check-in for all camp sessions (including Circle T) 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.

- Where?

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

- How?

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

*Any payment due (NO individual camper checks).

*Any changes in registration, i.e. cancellations and replacements.
(If a camper comes as a last-minute replacement, they must have a completed registration form).

After completing the check-in process, the group is free to move into their housing units.

COUNSELOR INFORMATION

Counselor Requirements:

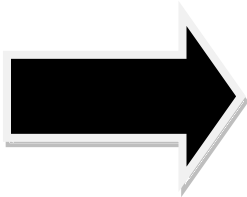
The requirements for a good counselor are:

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 (enlist help from 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. (Please call camp office if you need to request an age exception. Exceptions will be made on a case-by-case basis).

In the case of a partial cabin, Camp Tadmor reserves the right to place other campers in the same cabin with your campers. Camp Tadmor will provide a counselor in addition to your counselor for those campers who are not with your group.

If campers and counselors are arriving separately, please instruct campers to arrive **AFTER** the counselors' 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.



Once a counselor registration is complete, the counselor will be sent a confirmation email, which will have a link to an orientation video and a PDF copy of The Tadmor Way (summer staff handbook) attached to it. These materials will be helpful tools to prepare them for their week of camp.

YOUTH PASTOR INFORMATION

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 or bring his own RV to set up in the camping loop. If he chooses to stay in the cabin, he will be included in the camper count for that cabin (max. 10 campers per full cabin/ 2-5 campers per partial cabin). **Limited guest staff housing may be available upon request. Call camp office, if interested.**

For all groups with 50 or more campers, one group leader and his family may come at no charge.

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 your driver is staying the week or not, he is invited to stay for the complimentary barbecue dinner on the first day of camp.

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. All visitors **MUST** check in at the camp office upon arrival to obtain a visitor pass.

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

First Aid Station:

We have medical staff 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.

Medications:

All medications brought to camp must be turned in to the camp medical staff 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.

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 medical staff on duty in our Health Center. Please call our office if you desire more specific information about camper insurance.

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.

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).

Special Diet Requests:

If you have any campers or counselors on a special diet **for medical reasons**, we would be happy to send you a copy of the menu for your week (available one week prior to your session). Any supplemental foods needed may be brought to camp and stored at our food allergy station, which includes a prep counter, refrigerator and microwave. If you have a camper or counselor who will need to use the food allergy station, please have them call us the week before your session – 541-451-4270 ext. 21.

2018 SUMMER SCHEDULE

Session	Dates	Days	Cost
Middle School 1	June 24-27	Sun-Wed	\$185.00
Circle T 1	June 24-27	Tues-Fri	\$175.00
High School 1	June 27-30	Wed-Sat	\$195.00
Circle T 2	June 27-30	Wed-Sat	\$175.00
Middle School 2	July 1-6	Sun-Fri	\$320.00
Circle T 3	July 1-4	Sun-Wed	\$175.00
Middle School 3	July 8-12	Sun-Thurs	\$320.00
Circle T 4	July 8-12	Sun-Wed	\$175.00
High School 2	July 15-20	Sun-Fri	\$375.00
Circle T 4.5	July 15-18	Sun-Wed	\$175.00
High School 3	July 22-27	Sun-Fri	\$375.00
Circle T 5	July 22-25	Sun-Wed	\$175.00
Circle T 6	July 25-28	Wed-Sat	\$175.00
Middle School 4	July 29-Aug 3	Sun-Fri	\$365.00
Circle T 7	July 29-Aug 1	Sun-Wed	\$175.00
Circle T 8	August 1-4	Wed-Sat	\$175.00
Middle School 5	August 5-10	Sun-Fri	\$365.00
Circle T 9	August 7-10	Tues-Fri	\$175.00
Junior	August 13-18	Mon-Sat	\$320.00

CAMP SESSION DESCRIPTIONS

Circle T Ranch (at Meadow Ridge):

Entering grade 3-6

In this Wild West setting campers will experience life on the frontier. With this 4-day camp designed to hold 54 campers, we are positive that everyone will enjoy maximum fun in a welcoming, personal environment. Your experience will begin with a hay ride from your car to your yurt. We mix high-energy games and wild programs with focused sessions and then tie it all together through awesome team times. Our staff is dedicated to serve your child and ensure they have a week to remember.

Junior Camp:

Entering grade 3-6

Tadmor is the place for summer fun! We have everything you need for a great week at camp. Our summer staff is well trained and loves being with kids. You can use your energy swimming in the lake, soaring on the giant swing or reeling in a prize-winning trout. Also, check out our paintball target shooting range. Each evening session is full of skits, videos, practical teaching, and singing that is geared just for you!

Middle School Camp:

Entering grade 6-8

If you have never been to Tadmor then it is time - time to make some new friends while your adrenaline rushes on the paintball field or while you enjoy a refreshing dip in the lake. Our insane rec time will fire you up as you compete for the coveted championship. Crazy skits, wild videos and awesome times of worship will be waiting for you at the evening sessions. So grab a friend and come experience summer at Tadmor. It will be a summer to remember.

High School Camp:

Entering grade 9-12

Come and see what all the hype is about. This is the week you want to be here. Come with a friend or bring your whole youth group. It's your choice. The week will be marked with authentic worship, insane rec games, engaging speakers, sports, sun, lakeside lounging and so much more. Connect with God, make new friends, and join in on a summer to remember.

ALL YOU NEED TO KNOW ABOUT FUNDRAISING FOR CAMP

(or at least enough not to have to read a whole book on it)

For over a decade, I was a youth pastor. What I did not know, and quickly came to dread when I took the position, was that I had to lead fundraisers. After a while I became good at raising money, and I even started to enjoy fundraising. I learned that several positive by-products occur when you organize a youth group fundraiser. It creates:

1. An opportunity to teach and model service while spending purposeful time with your students.
2. A platform for you and your students to interact with people in the church you wouldn't normally spend time with, often across generational lines.
3. A culture where the youth group becomes less of a department and more of a ministry the whole church participates in.

Watching these dynamics play out caused me to look forward to fundraising for purposes higher than simply offsetting the cost of taking my students to camp. The following page lists some fundraising ideas that have worked for me in the past and may benefit your group as well. Before implementing any of these ideas, there are a few things worth considering:

1. Discern which fundraisers might naturally lend themselves to your congregation. For instance, I lived in a logging community, so our church had the resources to assist the teens in the cutting, splitting and sale of firewood.
2. Brainstorm fundraising ideas with your senior pastor. Let him know your financial goal and talk through the pros and cons of various pathways to get there.
3. Talk through your plans with the elder board. They will want to be in the know on things involving money, and you will want their buy-in so they can exert their influence formally and informally for a positive outcome.
4. Make it fun for the students by creating an immediate silver lining on each event. For example, give them root beer floats after the can drive!
5. Demonstrate the pathway to paying for an event. Perhaps make a pamphlet that says how much camp costs and the projected amount that each of the three fundraisers will earn. This will allow parents and students to see the value of being at each fundraiser.
6. Keep good notes as to which kids helped at which events and how much that participation earned them. This will allow you to show parents a well-documented spreadsheet of what their child earned should they question their scholarship amount.

I hope all of this helps as you pave the way for camp. More importantly, I hope the process of fundraising creates discipleship opportunities within your church.

FUNDRAISING EVENT IDEAS

1. **Spaghetti Feed:** Spaghetti is cheap, focus on making a homemade sauce and have a salad bar with real lettuce and vegetables. Consider having the students dress up and serve as waiters. You have the option to charge people per person, or you might have better results by simply placing a donation container in the center of each table. This event is best attended if held immediately after a Sunday service. Try to pick a Sunday you know will have good attendance.
2. **Cake Auction:** Schedule as a stand-alone event or after a spaghetti dinner (if this is the case, don't wait until everyone is done with their food). You can either set this event up to encourage people to pool their money at each table to buy and eat a cake together, or encourage families to buy a cake to take home. Either way, it's a good idea to talk to the people who you know are good cake makers and get their assurance they will bake a cake to auction off. It is also helpful to have a theme. One church had a camp-themed cake auction that included cakes made into cabins or mountain lake scenes. I have seen cakes sell for as much as \$400.00!!
3. **Send out support letters:** You can craft a letter on your own behalf as the youth pastor to people in your congregation. Or, you can craft a letter to which your students can add a personal touch and then send out to people of their choosing. Make the letter personal, pulling in stories and experiences that you or your students have had at camp. Consider including a few colored photographs of kids at camp in the letter. Generally, we see that grandparents want to ensure kids go to camp, so consider how you might get a letter into their hands.
4. **Car Wash:** Arrange with Ace Hardware or some other business to let you wash cars in their parking lot. Make sure you pass out flyers and run slides at church in the weeks leading up to the big day. Or hold a car wash at church on Sunday morning. Post students at the door before service starts to get the name and vehicle description of individuals who want their car washed. While the people are in service, wash all the cars on the list. Consider roping off part of the parking lot or use long hoses to wash the cars. When people come out of the service, they can place a donation in a provided container and drive away in their newly washed car. Pro Tip: give a car wash tutorial to your student's ahead of time. Most car wash fundraisers leave my car with dirt spots, or worse, the students added some scratches with that wash mitt that fell on the ground.
5. **Can Drive:** I always wondered if these were worth it because my students got five cents per can after spending all day putting them in the machines at Safeway. Now you get double the money and you can haul the cans to centers that will take them in bags (make sure you have the special bags). To make this work logistically, you will want trucks and trailers due to the volume of space cans take up.
6. **Crowdfunding:** Every time I turn around there is another app or social media option to sponsor someone or something. Take the time to familiarize yourself with what is currently out there and decide if and how you want to use it. You would be surprised at how far your reach is with these. Often times distant relatives in Kansas will chip in a couple of bucks.
7. **Selling Firewood:** This only works if you have some connections to the logging community. You will need permission to go into the forest after it has been recently logged and cut up wood that was unusable by the mill. Have adults do the cutting (with chainsaws, of course). Then let the students split via mauls and hydraulic splitters. Stage the wood on someone's property and sell it on Craigslist. You will get about \$200 a cord if your students stack it.
8. **Fireworks:** I could not make this work because the local sports teams had a corner on the market. However, there are companies that will provide the fireworks and the tent, all you do is staff it. Good money is to be made with this, but you must keep an adult on site 24/7, usually in an RV.

If you have golden ideas that are not on the list, please email them to me so that other churches might benefit. I hope this helps, and I look forward to seeing you at camp this summer.