

Tennessee Assemblies of God Ministry Network

CAMP COORDINATOR CHECKLIST & IMPORTANT INFORMATION



1. Before the Camp Consent Forms are handed to parents:

- Decide what camp your students will be able to attend based on ages & grade. Fill in your church name and city and check the appropriate box for the week you selected before making copies of the Consent Form. Set a deadline for parents to return Camper Registration Forms and \$50.00 deposit. Please remember that **deposits are non-refundable**, however you may transfer a deposit to another student coming to the same week of camp you are originally registered for.

AGE REQUIREMENTS:

For Kids Camp, students must be 8 to 12 yrs. of age –OR– entering 3rd grade through 6th grade* in the fall of the current year. Please note, the grade requirement is based on enrollment in a **PUBLIC SCHOOL** system & does not apply to home school students. Due to the academic speed of home school systems, please adhere to the age requirement when registering home schooled students for kids camp. If you have any questions, feel free to contact our office. *(*If the student is 12 yrs. old **AND** entering the 6th grade this Fall, they have the option of attending Kids Camp OR Youth Camp.)*

For Youth Camp, students must be 12 to 18 yrs.** of age –OR– entering 6th grade* through 12th grade in the fall of the current year. Please note, the grade requirement is based on enrollment in a **PUBLIC SCHOOL** system & does not apply to home school students. Due to the academic speed of home school systems, please adhere to the age requirement when registering home schooled students for kids camp. If you have any questions, feel free to contact our office. *(*If the student is 12 yrs. old **AND** entering the 6th grade this Fall, they have the option of attending Kids Camp OR Youth Camp.)*

***If the student is 18 yrs. old and has graduated from high school in the spring prior to summer camps, they **MUST** come to youth camp as a “camper” and NOT as a volunteer assistant or group chaperone.)*

- Copy Consent Forms and the Parent Information Pages as needed for your group.**
- Distribute both to parents. *It is very important that they receive both.* Parents should keep the information page of the application.**
- Work with your pastor to make a special effort to recruit workers from your church to come with your students to camp. We not only need volunteers to fill the many jobs at camp, but it is very important that someone from the church know if a student was saved or filled with the Holy Spirit so that follow-up and encouragement can be given once camp is over.**
 - *NOTE: Required Ratio of Students to Workers is 1 to 8. For example: for every 8 students, you can bring 1 volunteer staff person. It is based on gender total. However, you are permitted to bring 1 male & 1 female volunteer staff person if you have both boys & girls attending camp, even if your total group count is smaller than 8 campers. (i.e. 1 boy & 2 girl campers.) If you are unable to find enough volunteer staff persons to accommodate your entire group, you will still be allowed to attend. However, we would like for you to bring at least a minimum of 1 volunteer staff person for your group.**
- To guarantee the camp your group plans to attend— **YOU MUST REGISTER & PAY THE \$50 DEPOSIT ONLINE.** Paper registrations will not be accepted without first having registered online.
- Make sure the parent's check is addressed to your church & not to the TN Assemblies of God Ministry Network. You should only *submit 1 church check to the district office—or best ... pay online.*
- Look over the consent forms to see if the following is filled out correctly and is legible:

- _____ Both sides are filled out completely.
- _____ Age and gender are listed.
- _____ Insurance information is completed
- _____ Emergency contact name & numbers are listed
- _____ Parent's signature
- _____ Students are attending the age-appropriate camp

- Register & pay deposits online for your group total *(if not already completed)*
- Consent forms and deposits are due in the office 30 days before the first day of the camp you are attending. Your remaining balance will be due when you arrive at camp.
- The preferred method is to upload your consent forms online, tymcamp.com. However you may also fax or email them:

4. Before Camp:

- You will be emailed a summary sheet showing all registered for camp with an amount due at camp check-in. Look over this report to check for any mistakes we may have made.
- Email any corrections needed as quickly as possible. All corrections must be received in writing. Email: kclaiborne@tnaog.org
- Do a head check for lice. Students with evidence of lice will not be permitted.

5. First Day of Camp

- Assign one adult to check-in your group at camp. This person will need one church check to pay for the balance due of your campers.
- Any student that has not previously registered at least 48 working hours in advance of camp check-in will need to be approved by the district office as an on-site registration. If an on-site registration is approved, they must bring a completed and signed Camper Consent Form to camp and submit it at registration check-in. **If a consent form is brought to camp without the proper signatures, the student WILL NOT be permitted to stay.** On-site registrations are by district office permission only and based upon bed space availability. **Please contact the TYM Office to be sure space is available before bringing anyone extra to camp.**
- Collect all medications to be turned in to the camp first aid building upon arrival. All medications must be prescribed in the camper's name and in its original container.
- Camp is a cashless society. All monies should be exchanged for Cash Cards in denominations of \$5, \$10 & \$20 upon arrival at the camp. Additional cards may be purchased during the week. Monies not spent on cash cards are non-refundable. Cash cards are used for concessions, the shirt shack and any additional game purchases.

IMPORTANT INFORMATION TO SHARE WITH PARENTS

CAMP CONTACT INFO

Jackson Conference Center, 2601 Greer Road, Goodlettsville, TN 37072
Camp Office Phone: (615) 855-2391, Camp Kitchen Phone: (615) 859-5433, tymthemovement.com

ON-SITE INFORMATION

Due to the size of our camps and limited bed space, **ON-SITE REGISTRATION FOR CAMPER MUST BE APPROVED BY THE TYM OFFICE.** Any person that has not previously registered at least 48 working hours in advance of camp check-in will need to be approved by the district office as an on-site registration. If a person has been approved to register on-site, it is imperative that they bring the consent form completed and signed by the parent/legal guardian. The camper **will not** be permitted to stay if the consent form is incomplete. On-site registrations are approved based on bed availability. If bed space is available, there is no guarantee that the on-site camper will be able to room with your group. If any person comes to camp to register on-site without having been approved by the district office, they **will not** be permitted to stay and will be sent home.

REGISTRATION INFORMATION — VOLUNTEER STAFF (ADULTS) & INTERNS (STUDENT LEADERS)

Volunteer Staff	Age: 21+	Registration Cost: Free as long as they are within the allowed ratio.*
Volunteer Staff Assistants	Age: 19-20	Registration Cost: Free as long as they are within the allowed ratio.*
Interns - Kids' Camp only	Age: 15-17	Registration Cost: DEPENDANT** (see note below)

***If your church has gone over the allowed number of workers (campers to workers ratio) then a \$125.00 registration fee must be paid by each volunteer staff person still wishing to attend any week of camp. This applies to all ages of volunteer staff persons. The camp coordinator for the local church will determine which volunteer staff will pay the registration fees. We suggest you follow the "first come, first served" rule when charging volunteer staff over the allowable camper to worker ratio.**

****NOTE:** If a student attends Youth camp, the registration fee is waived to be an Intern for Kids camp **as long as** the allowed ratio of campers to workers is met. If they did **NOT** attend Youth camp (or your group is over the allowed ratio of campers to workers) and plan to attend Kids camp as an Intern, the **full registration cost** will apply.

The Volunteer Staff consent form must be filled out completely. Interns must have a parent/legal guardian's signature on their consent form.

NOTE: We require a signed and notarized Background Check Affidavit showing proof that a full National criminal background check and National Sex Offender registry check has been completed for every Volunteer Staff person. If a background check has not been conducted, you will not be permitted to be a volunteer staff and stay on the campgrounds.

MEDICAL CONCERNS

If a camper comes to camp with prescription medicine, it must be given to the camp nurse upon arrival.

All medications should be:

- ▶ Clearly labeled with the camper's name
- ▶ Have the name of the prescribing physician
- ▶ Have the date prescribed and the prescription number
- ▶ Name of medication and directions for its use

The authorized first aid personnel will administer all medication. However, **IT IS THE CAMPER AND VOLUNTEER STAFF'S RESPONSIBILITY to have the camper at the first aid station at the time the medicine is to be administered. IT IS THE CAMPER'S RESPONSIBILITY TO PICK UP THE PRESCRIPTION(S) THE LAST DAY OF CAMP. WE ARE NOT RESPONSIBLE FOR THE PRESCRIPTION(S). IF IT IS NOT CLAIMED BY THE CLOSE OF EACH CAMP, IT WILL BE DISCARDED.**

HEAD LICE CHECK

Every camper **MUST** be examined for head lice prior to coming to camp. We reserve the right to perform a "head check" upon arrival at camp. **EVERYONE WITH HEAD LICE WILL BE SENT HOME.**

WHAT TO BRING

Sleeping Bag/bed linens (twin size)	Plastic bag for wet clothes	Medicines (to take to the first aid station)
Recreational Clothes (will get messy)	Jeans, modest shorts & shirts	Bible, Notebook & Pen
Modest Swimsuit (no two-piece)	Church Clothes (casual)	Toothbrush & toothpaste
Socks & under clothes	Deodorant	Soap & Shampoo
Towels & wash cloth	Pillow	Flashlight
Tennis shoes	Pajamas	Spending money (for concessions, shirt shack, etc.)

WHAT NOT TO BRING

Radios	Fireworks	Alcohol
Firearms	Drugs	Tobacco
Ipods or Cell phones	Pets	Video Games or equipment
Weapons	Inappropriate clothing	

***All of the above applies to campers and volunteer staff persons!**

DRESS CODE

All clothing must be appropriate and without question in length or shortness. Shorts can be worn during the day. **Absolutely no spandex or boxer shorts.** Abbreviated attire such as half shirts, tank tops, short "hot" shorts, and backless dresses are not allowed. ALL CLOTHING SHOULD BE MODEST. We take pride in the appearance of our campers. Your dress reflects the quality of the camp. All campers are expected to dress and groom themselves neatly and modestly. Inappropriate clothing (such as those with alcohol, tobacco, satanic and sexual slogans) is not permitted. Shirts and shoes must be worn in the dining hall and the gym. Clean clothing, not recreation attire, is to be worn to the evening service.

RULES AND REGULATIONS

1. We should strive at all times to conduct ourselves as Christian ladies and gentlemen with proper consideration for others.
2. Attendance to morning classes and evening chapel is required.
3. Room and grounds must be kept clean. Take care of the property. Campers are responsible to pay for damage to their unit. Should an offender not be found, all the cabin members will be charged equally.
4. Campers are not to enter another cabin without the volunteer staff permission. Boys are not allowed in girls' cabins and girls are not allowed in boys' cabins.
5. Shirts and shoes must be worn in the dining hall and the gym.
6. Clean clothing, not recreation attire, is to be worn to the evening service.
7. Boys' and girls' clothing, recreation attire, and bathing suits must be modest.
8. Campers must be in bed and quiet by "lights out."
9. Only registered campers and staff are permitted on the grounds. After registration check-in, the camp is closed to visitors.
10. No camper shall leave the grounds without proper permission from the Youth/Camp Director and must check out with a Camp Executive.

The lack of cooperation, unnecessary roughness, lack of respect for property, leaving cabins at night after lights out, or an un-wholesome attitude on the part of any person will result in expulsion from the camp. Parents are asked to help in explaining these rules to their campers and encouraging their compliance. Expense of transporting expelled persons home from camp must be borne by the parents or the individual.

VISITS AND CALLS

It is recommended that parents refrain from coming to the campground to visit with their children during camp. Experience has proven that this practice often promotes homesickness and other complications. Campers will not be allowed to use the phone once they are on the campgrounds. Please do not ask your student to call. The only calls accepted will be emergency calls. If an emergency should occur, the camp phone numbers are:

Camp Office: (615) 855-2391
Camp Kitchen: (615) 859-5433

► **For security purposes, evening services are not open to the general public.** ◀

► **Pastors & church staff members must notify the TYM Office of any visits throughout the week** ◀

Background checks are required for anyone over the age of 18 who is on the camp property. Therefore, ONLY REGISTERED CAMPERS AND STAFF ARE ALLOWED ON THE GROUNDS AFTER REGISTRATION HAS BEEN CLOSED. Security gate will be locked each evening after service.

CAMP ARRIVAL AND DEPARTURE TIMES

YOUTH Camp Arrival — All camps register on the first day starting at 3:00 p.m. Central Standard Time. Registration/Check-In is from 3:00 p.m. to 4:30 p.m. with dinner to follow at 5:00pm. **No one will be allowed to register early.**

YOUTH Camp Departure — Camps close at 11:00 a.m. on the day of departure after the morning closing service.

All campers MUST vacate the premises by 12:00 noon. Any parent/guardian picking up a camper must make plans to arrive at the camp with enough time to load all of the camper's personal belongings and be ready to leave before 12:00 noon.

KIDS Camp Arrival — All camps register on the first day starting at 2:00 p.m. Central Standard Time. Registration/Check-In is from 2:00p.m. to 4:00 p.m. with dinner to follow at 5:00pm. **No one will be allowed to register early.**

KIDS Camp Departure — Camps close at 11:00 a.m. on the day of departure after the morning closing service.

All campers MUST vacate the premises by 12:00 noon. Any parent/guardian picking up a camper must make plans to arrive at the camp with enough time to load all of the camper's personal belongings and be ready to leave before 12:00 noon.

LODGING

Camp Jackson offers both cabins and dorms for our students and leaders. Lodging on the campground is divided by gender. Males are lodged on one side of the campground and females on another. Churches will be lodged together with their leaders and students. Lodging assignments will be given to you upon arrival. Special lodging assignment requests will be taken on a case by case basis.

It is the policy of Jackson Conference Center to admit all persons without regard to race, color, national origin, sex, age, or handicap. The same requirements for admission are applied to all persons without regard to race, color, national origin, sex, age, or handicap. There is no distinction in eligibility for or in the manner of providing services by this agency. All facilities of the agency are available regardless of race, color, national origin, sex, age, or handicap. All persons and organizations that have occasion either to refer people for admission or recommend this agency are advised to do so without regard to race, color, national origin, sex, age, or handicap.