

## 2016 Camp Handbook

### 2016 Highlights:

Please read the entire manual to note all changes.

#### Volunteer Categories and Information:

- 2016 Volunteer Fee \$90.
- Honoraria: All Honoraria must fit into Camp budget.
  - **Social security numbers are required of persons who receive honoraria prior to payment of honorarium.** See the form attached and pg. 24 for further instructions.
- Safe Sanctuary training will be done according to state guidelines, which currently require training every other year. A volunteer can produce a certificate from a state-approved curriculum similar to Safe Sanctuary training and conference training will be waived, provided the deadline for completion is met.
- **Disqualifying offenses:**

Each camp will follow the state guidelines concerning disqualifying offenses. Each Camp Executive Director shall determine if state guidelines are met in every question. Camp Executive Director shall have the authority to make the final decision with regard to state standards and disqualifying offenses. For more information from the state of Texas, see <http://www.dshs.state.tx.us/youthcamp/rules.shtm>
- **No camper will be denied the opportunity to attend camp; however, a DNR order will not be accepted for any camper.**
- Day Volunteer is someone that is coming for a particular program but will not eat any meals or stay overnight on site. They can register using the code "DAYVOL". If their presence incurs any charges, they will be the responsibility of the volunteer.
- Recreation Volunteers are those who are staying overnight and eating meals but will be paid for through the event budget such as bands, speakers, etc. They can register using the code "RECVOL".
- All family members over the age of 18 attending camp must complete background check and child protection training at the cost of the camp budget or the family. They must register the same as a volunteer. For help please contact Amanda at [leblanc@nwtxconf.org](mailto:leblanc@nwtxconf.org) for Ceta camps and Carolyn at Butman camps to arrange this.

**At the request of each campsite, volunteer registration for Butman Camps will be through Camp Butman. Volunteer registration for Ceta Camps will through the NWTX office.**

#### Campers

- **Onsite Support Fund:** each camp will get one (1) full "scholarship" that will be available to use onsite at the decision of the leadership team. This can only be used for a camper. Please notify the campsite registrar and the Conference Staff Person for Camping when this is awarded.
- **Volunteers are not authorized to give out their own personal information (i.e.: address, phone number, e-mail or MySpace, Facebook, etc.) to any camper!** Volunteer Camp Directors will address this issue during the onsite Safe Sanctuaries training.

\*\*\*\* FORMS, INSTRUCTIONS, Etc. will be available in the Camping Folder on Dropbox. If you have not gotten in this shared folder, please let Lauren Hughs know. [hughs@nwtxconf.org](mailto:hughs@nwtxconf.org). They can also be found at [www.nwtxconf.org](http://www.nwtxconf.org) under forms > ministry forms <http://www.nwtxconf.org/ministry-forms.html>

# 2016

## CAMP DIRECTOR'S MANUAL



NORTHWEST TEXAS  
CONFERENCE CAMPING TASK FORCE



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# PHILOSOPHY AND GOALS OF CHRISTIAN CAMPING

## Northwest Texas Conference

Church camping is a viable and effective means for furthering the ministry of the church.

Provided with a living experience in a "place apart" over an extended time, persons are able to explore God's story, to experience the vitality of a Christian community, and to grow in relationships. This goal is adapted from the "Seven Foundations of United Methodist Camp and Retreat Ministries:"

1. Provide intentional places apart to encounter God
  - Give opportunities for guests and participants to quench their thirst for God through worship, teaching, fellowship, and experiential faith
  - Stimulate sacred Sabbath time
  - Introduce silence and stillness as avenues for communing with God
  - Engage persons in Jesus' practice of prayer and solitude
2. Extend genuine Christian hospitality and community
  - Welcome the stranger - extend holy hospitality
  - Covenant to love one another and to share the fruit of the spirit
  - Live out biblical principles of Christian community
  - Offer opportunities to contribute to the common good
3. Nurture Christian faith and discipleship
  - Provide environments and experiences of genuine grace
  - Encourage a growing trust in God and decisions of Christian faith
  - Inspire people to open themselves to the spirit's transformation of mind and relationships
4. Develop Christian Spiritual Leaders
  - Teach, model and involve persons in servant leadership
  - Heighten the ability to perceive and to respond to teachable Moments
  - Provide persons with opportunities to grow in leadership by actually leading
5. Teach creation care and appreciation
  - Encourage people to listen in new ways, because the creation speaks of God
  - Provide people the opportunity to learn more about the natural world for it is a source of wisdom
  - Expand the meaning of beloved community
  - Introduce and implement practices of earth care that honor God's covenants with creation

6. Collaborate with United Methodist churches & agencies

- Help congregations fulfill their primary task
- Support annual conference leaders in their primary task of preparing persons for specialized leadership roles
- Become informed and collaborate with the exciting outreach work being done United Methodist churches and agencies

7. Inspire and equip all guests to do love and justice

- Make the connection between the "Mountaintop" experience and the "Road to the Cross"
- Embrace the "Already/Not Yet" nature of God's reign
- Covenant and engage persons in to doing love and justice
- Support guests beyond our own faith tradition doing good and preventing harm

With the leadership of responsible Christians, this community is challenged to experience lifestyles, which may serve as models for all God's people.

The Northwest Texas Conference Camping Program is open to all persons without regard to race, color, creed, or national origin. Those persons planning Conference Camps are encouraged to operate programs based on Conference Camps standards and ethics, and are encouraged to offer scholarships to those in need.

**IMPORTANT Dates**  
**General Timeline/Deadline Dates**

**August/September**

- New camp requests or any requested changes for camp must be submitted for Camping Task Force meeting agenda. (i.e. date changes, Director changes, etc.)
- Invoices and Check Requests must be submitted to the Treasurer's Office no later than four weeks after the end of the camp.
- All Volunteer Directors and the Conference Staff person related to Camping will receive an Executive Director's evaluation for each camp. Any requested changes (i.e. Directors, Policy, dates, etc.) should be submitted by this date to be placed on the Camping Task Force meeting Agenda for September/October.

**September/October**

- If you have not already done so, begin recruiting adult volunteers for your camp. It is important to start early.
- In consultation with associate staff of your choosing, begin to develop plans for program, leadership, schedule, etc. Submit Theme & Program Outline info sheet by **Nov. 1** to [hughs@nwtxconf.org](mailto:hughs@nwtxconf.org)
- Review your Confirmation letter and notify Camp Registrar by October 15<sup>th</sup> to either confirm or make needed changes.
- Online Registration for campers is usually set up and ready by October 15<sup>th</sup>.

**November**

Camp Theme & Program Outline Due to Lauren Hughs at [hughs@nwtxconf.org](mailto:hughs@nwtxconf.org)

**January/February**

- Notification of Director Training will be sent out. **All Camp Directors and the Leadership team are required to attend.**
- The Spring Camping Task Force Meeting and Director's Training will be during the month of February. The date will be set during the Fall Camping Task Force Meeting.
- *Camping Task Force Meeting-final approval of Policy changes and manual.*

**March**

- Volunteer Registration opens mid-March.

**April**

- Curriculum plans/outlines (and Adult Volunteer's Handbook) due April 15<sup>th</sup>. Email to: [hughs@nwtxconf.org](mailto:hughs@nwtxconf.org)
- Complete recruiting of adult volunteers: Each camping year, all Volunteers will complete an online registration form, agree to a criminal background check, complete the online State Mandated Sexual Abuse Training and Testing, provide three references (2 professional, 1 personal), and pay at least \$90 of the registration fee (the option to make an additional donation for the full volunteer fee at the time of online registration is available).
- Camp Budgets due April 15th. Email to [hughs@nwtxconf.org](mailto:hughs@nwtxconf.org)

**May**

- 2016 Camp rates are: Registration fee: Do not send cash!

<b>Butman Camps</b>	Postmarked before 2/1	Postmarked before 04/15	Postmarked after 04/15
<b>Mid Hi, Sr. Hi., New Dawn</b>	\$255	\$270	\$285
<b>Young Elem</b>	\$132	\$142	\$157
<b>Elem. &amp; GRACE</b>	\$245	\$260	\$275

<b>Ceta Camps</b>	Before 02/1	Before 04/15	After 04/15
<b>One Way 6-8</b>	\$255	\$270	\$285
<b>One Way 9-12</b>	\$258	\$273	\$288
<b>One Way 4-6, Whoz We R</b>	\$245	\$260	\$275
<b>Camp Nova</b>	\$240	\$255	\$270
<b>New Dawn</b>	\$255	\$270	\$285

Purchase Orders for programming expenses (t-shirts, bands, speakers, equipment, etc.) that are more than \$500 must be turned in to the Treasurer's Office no later than May 1st. ( found in Dropbox .) You are welcome to turn in Purchase Orders for any expenses as you receive them.

Camp Dates: Butman	Butman	Ceta	Ceta
Young Elem: June 13-15	Mid High: June 6-10	NDI: June 6-10	OneWay6-8: June 13-17
SrHigh: June 13-17	NDII: July 25-29	OW 9-12: June 20-24	OW 4-6: Jun 27-July 1
Elem Advance: July11-15	G.R.A.C.E. July 25-29	Nova: July 4-8	Whoz-We-R: July 18-22



## **DIRECTOR'S TIMELINE**

\*\*\* Communication is the key to a successful camp! \*\*\*

### **SIX (6) WEEKS BEFORE CAMP:**

**All volunteers for Northwest Texas Camps must register online, give permission for a criminal background check, take the online Texas mandated Sexual Abuse Training and Testing, if needed, and provide three references. All volunteers must pay at least \$ 90 of the registration fee (the option to make an additional donation for the full volunteer fee at the time of online registration is available). This includes but not limited to: ALL Volunteer Camp Directors, Staff, Guest Speakers, Performers, and Family Members of any of the above.**

When two camps meet during the same week, a scheduled meeting between the two Camp Directors must take place in order to outline the use of facilities and time schedule of events. This will help things go smoother for you and the camp.

Make contact with the **Executive Director** at your site to check signals and make any special requests. Also, share a copy of your schedule. He/she is especially interested in the following items:

1. Camps MUST have a schedule of events with times, dates, and places of where events are taking place ASAP. Please include events, times, dates or day of the week, and desired location for each of your events.
2. Times you want the camp store and concessions opened.
3. Snack foods or special foods you need provided by the camp.
4. Requested swim times on your schedule.
5. Requests for special programs offered at the Camps. (These are available at your option. You are not required to participate in them.)
6. Plans for your pre-camp staff meeting and training, including meals and lodging needed and numbers expected.
7. The number of campers and adult volunteers you anticipate. This will need to be updated as the time approaches.
8. Audiovisual and meeting room needs, such as TV, VCR, DVD, overhead projector, screen, and dry erase boards.
9. Finalize the confirmation letter that will be sent to campers so they can be mailed out in a timely manner by the camp Registrar. The "What to Bring" portion of this letter will be placed on each camp's website so late registration people can view it and know what to bring.
10. Make preparation for materials needed at camp. For example: crafts, nametags, curriculum, printed schedule, etc. Double check adult volunteer's commitment to come and recruit at least 4-6 reserves. The reserve adult volunteers should include a good mix of female and male volunteers in reserve.

**VOLUNTEER REGISTRATION:** The Lead Director or assigned team member is responsible for following up with registered Volunteers to make sure they have completed all the step to being an **APPROVED VOLUNTEER**.

### **ONE (1) WEEK BEFORE CAMP:**

Any questions concerning the number of campers registered for your camp should be directed to the Camp Site Registrar. You need to contact the Camp Site Registrar with your number of Adult volunteers arriving early on the Sunday or Monday prior to camp in order for the campsite to have an accurate count for meals. **All volunteers must complete the entire online registration process prior to arrival at camp in order to work a camp.**

A Camp Registration Roster will be emailed or faxed to the Volunteer Camp Director on Friday afternoons before camp begins on Monday to check final estimates on camp size.

The Camp Site Registrar will have your registration and medical forms at the campsite. Please pick up this information upon arrival at camp.

Included in your end-of-camp packet from the Conference will be: 1) an up-to-date list of all Camp Directors and Adult volunteers that have been processed through the background check; 2) 10-vouchers; 3) 5-Application and Agreement for Adult volunteer and/or Camp Director form; 4) End-of-Camp Report form; 5) Camp Director's Evaluation; 6) 5-Camp Registration and Medical forms; 7) Abuse Policy Verification Form or resources 8) Report of Abuse forms and resources and; 9) Up-to-date list of your campers and any last minute registrations received.

## **CAMP DIRECTOR'S RESPONSIBILITIES DURING CAMP**

### **DAILY:**

1. Meet with camp executive director or representative daily to discuss any special needs for that day, problems anticipated or encountered, other groups that may be in camp, and pray for the day's activities
2. Use the evaluation instrument (found on pg 55 in forms) to use the last day of camp. This is for your own use with campers and adult volunteers. Include results prior to the Fall Camping Task Force meeting.
3. Check cabins and grounds. Be sure the area is clean.
4. Keep volunteers and campers under control in the Dining Hall...ABSOLUTELY NO RUNNING IN THE DINING HALL AND NO FOOD THROWING
5. Report any incidents/accidents immediately to the Camp Site Manager/Executive Director and Conference Staff Person for Camping.
6. If there is an emergency situation (ex: fire/weather/etc.), then the EXECUTIVE DIRECTOR of the camp, whether it is at Butman or Ceta, will become the person in charge of the emergency situation and therefore will take priority over any planned activities or events. Please abide by their directions without complaint. Each of these camp locations has a plan of action specifically designed for emergency situations. Emergency plans will be reviewed with Volunteer Leadership Teams prior to the beginning of camp.

### **SUNDAY AND/OR MONDAY:**

1. **All** Volunteers must be trained by that week's camp Safe Sanctuary Coordinator trained in Northwest Texas Safe Sanctuaries Policy and Camp Policies. All Volunteers must sign verification sheet. **All** volunteers must register online to be approved to work a camp: **NO** person may be in contact with campers without being in the presence of an approved Volunteer, per state law.
2. Register all campers as they arrive:
  - a. The Registrar will have registration forms and a printout for all campers who registered in advance. Use the printout for registration and check off each one as they arrive. Those not checked off are considered no shows and should be listed on your End-of-Camp Report.
  - b. Check to be sure all persons pre-registered have paid in full. The printout will indicate how much was paid. Campers with any payment due should process through Camp Director or their representative. Payment must be made to the Camp Site Registrar or representative. The Volunteer Camp Director is responsible for contacting the sending church and/or family of the camper to arrange for payment.
  - c. Onsite Support Fund: each camp will get one (1) full "scholarship" that will be available to use onsite at the decision of the leadership team. This can only be used for a camper. You must notify the camp site registrar, the Conference Staff Person for Camping, and who received the scholarship when this is awarded.
  - d. For On-Site Registrations:
    - 1) Have camper complete all parts of the registration and especially the medical form.
    - 2) Send campers to be processed to the Camp Director or their representative.
  - e. Keep an accurate list of all campers, adult volunteers, and children and give the count to the Executive Director. This will not reflect on your billing, but please be accurate for food preparation and health department requirements.
  - f. The Camp Nurse will collect all health forms and keep them until checkout. The Camp Nurse will inform the Camp Director of health issue of the Camper that have the potential of being a problem. The Camp Director will then inform the Cabin Volunteer.
3. Confirm whether or not your camp offers Friday lunch for campers and make appropriate arrangements with your campers.

4. Make cabin and group assignments. Provide the Executive Director, Camp Office, a copy of these assignments.

## **TUESDAY:**

1. The Camp Registrar MUST have a list of no shows by Tuesday morning at Breakfast.

## **THROUGHOUT THE WEEK:**

**Make sure any early checkouts follow the checkout procedure.**

### **Last day of Camp:**

1. Have campers and adult volunteers fill out an evaluation form reflecting on the week. (pg. 55)
2. Pass out and collect all "Commitment Cards".
3. Check cabins and grounds to be sure the area has been left clean. Have all adult volunteers fill out, sign and turn in their cabin checklist.
4. Checkout all campers. Follow the checkout procedure you have coordinated with the Executive Director.
5. Meet with Executive Director to review statement for camp expenses, turn in End-of-Camp Reports, and fill out a campsite evaluation. Don't forget your copy of the financial statement from the Executive Director.
6. Turn in a copy of all curriculum used during camp with the End-of Camp Report.

**ALL paperwork must be completed and turned in to the Executive Director during the check-out process before leaving camp!**

## **IMMEDIATELY AFTER CAMP:**

**Before leaving camp on Friday,** the Volunteer Camp Director will submit to the Camp Site Executive Director the following:

- Director's End-of-Camp Report
- Director's Evaluation Form
- Updated Record of Adult volunteers
- Safe Sanctuaries and Policy Verification
- Final registration listing of campers and adult volunteers
- Final copy of Curriculum and schedule
- Copy of Commitment Cards

The Camp Site Executive Director will forward this information to Conference Staff Person for Camping within 10 days of end of camp.

Within two weeks, send commitment cards to the camper's local church and submit a synopsis of first time dedications, rededications, callings to ministry or missions to the Conference Center and to the Executive Directors at Butman and Ceta Canyon. These must also be reported to the District Superintendents and the Bishop.

Please write down and send in any suggestions which would help the camping program in future years.

## **POLICY AND GUIDELINES**

### **A. Registration Guidelines:**

1. Registration fees for all Conference Camps sponsored camping will be sent to the appropriate Camp Registrar. Partial (half of the registration fee) refunds for no-shows will be paid only upon written request to the Camp Registrar. Full refunds (minus \$10 non-refundable registration and handling fee) will be paid only upon written request prior to camp in cases of hardship or illness.

2. Scholarship reciprocates must send in the remainder of their registration fee with the registration form to the appropriate camp office. **Scholarship requests should be sent to the Conference Office no less than ten days before the beginning of the camp. ON-SITE SCHOLARSHIPS WILL NOT BE GIVEN.** All campers requiring scholarships will need to download the Scholarship Request Form, send it to The Conference Office for consideration. G.R.A.C.E. Campers must pay at least \$25 registration fee. Camper registration form and the attached check or money order for one half of the registration fee must be mailed to either Butman Camp Office or Ceta Camp Office pending on which camp the child is attending. Do not mail these to the Conference Office as it will slow delay in getting the forms to the appropriate office.
3. **Campers will be expected to register for the camp corresponding to the grade level they will be entering in the fall.** Conference camping encompasses 3<sup>rd</sup> through 12<sup>th</sup> grades (including seniors that graduated in the spring). Special ministry camps offered include \*G.R.A.C.E. Camp for children who have one or both parents incarcerated and New Dawn Camps are for mentally challenged adults.

**B. Lines of Communication:**

1. Each Volunteer Camp Director shall communicate with the Executive Director prior to the opening of camp to discuss policies and options for the use of the camp and to simply "check signals." The Camp Director is encouraged to meet with the Executive Director prior to the opening of camp. In terms of the camp program, the Volunteer Camp Director has full responsibility. The Executive Director relates to the camp program by providing lodging, meals, facilities, and support (i.e. meeting rooms and audiovisual requests, etc.) and oversees the program for Ropes Course, Climbing Wall and Swimming Pool and any other high risk activities.
2. The Volunteer Camp Director should supply the Executive Director with the camp's schedule and a list of any special needs of the camp. It is the desire of the Executive Director for each camper to have a good experience at your camp, and to comply with all legislative and legal mandates from Texas and all policy mandates from the Northwest Texas Conference.
3. **Volunteer Camp Directors should call the Executive Director the week prior to the start of the camp to report numbers for staff training on Sunday and breakfast on Monday and go over final details.**

**C. General Policies:**

1. The Northwest Texas Camping Program is open to all persons without regard to race, color, creed, or national origin.
2. Camper's and staff's personal insurance is their primary coverage. Should injuries occur, check with the Executive Director about filling out accident reports.
3. All volunteers including Directors will attend a training session prior to the start of their camp. Training should include an Adult Volunteer's Handbook and will include, but not be limited to:
  - a. Philosophy and goals of Christian camping in the Northwest Texas Conference
  - b. Safe Sanctuaries and Abuse Policy
  - c. Process for handling concerns/incidents
  - d. Requirements for documenting incidents, problems, etc.
  - e. General decorum of Adult volunteers
  - f. **All volunteers must begin an online registration form, agree to a criminal background check, pay the required registration fee, complete the Texas mandated Sexual Abuse Training and Testing, and provide three references AT LEAST 30 DAYS BEFORE CAMP. All of these components must be completed before a volunteer arrives at the camp.**

5. Any group planning to sell items at camp must obtain approval from the Executive Director prior to their camp.
6. The concession stand and drink machines will be opened at the times agreed upon by the Executive Director and the Camp Director.
7. Firearms, weapons of any kind, unapproved fireworks, illegal drugs, alcoholic beverages or other contraband are not permitted on the grounds. The Executive Director in cooperation with the Camp Director is authorized to expel from the grounds any person who disobeys these rules. **Tobacco use is prohibited inside all buildings.** Tobacco use by minors is prohibited by law and will not be tolerated. Violators will be sent home. Tobacco use by adult volunteers and staff is not allowed in any area.
8. **Directors and volunteers must appear clean, neat, and appropriately attired.**
9. **Staff will portray a positive role model for youth, including but not limited to, maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity, with high moral standards.**
10. **Digital cameras, cell phones with or without camera capabilities, CD players and iPods for personal use are not allowed at camp. Please emphasize this in your contact with adult volunteers and campers.**
11. No pets (with the exception of certified service animals) are permitted on the campgrounds.
12. Swimsuits must be modest and are not allowed in the main buildings. This policy is for staff and staff families, also.
13. Due to liability and safety concerns any vehicles (including but not limited to cars, trucks, four-wheelers, ATV and Golf Carts) regardless of whether they are rented and brought in or belong to the camp, may only be operated by licensed drivers age 18 and older during Conference Camps camping events.
14. No camper will be denied the opportunity to attend camp; however, a DNR order will not be accepted for any camper.

**D. Handling Camp Concerns and Incidents:**

1. The Volunteer Camp Director will inform the Executive Director of the campsite and the Conference Staff Person for Camping about any concerns or incidents arising from their camp. If correspondence is involved, the Volunteer Camp Director will send copies of the letters or notes of conversations or telephone conversations to the Conference Center as soon as possible. If the matter comes to the Conference Center, the Volunteer Camp Director will be notified and provided copies of correspondence and notes of conversations.
2. The Conference Staff Person for Camping will talk to the Volunteer Camp Director and the Camp Site Executive Director, discuss the concern, and review strategy to resolve the problem.
3. The Volunteer Camp Director or the Conference Staff Person for Camping will contact the initiator and others related to the concern to try to get the "big picture."
4. If necessary, the Conference Staff Person for Camping, Volunteer Camp Director, Conference Camps Chairperson, initiator of the concern, and others involved will meet to discuss the matter.
5. If the Conference Staff Person for Camping deems necessary, the Executive Committee of the Camping Task Force will meet to discuss the problem and take appropriate action.
6. Follow-up letters will be written by the Conference Staff Person for Camping with copies to all concerned.

7. A brief summary of each concern/incident reviewed and the action taken will be presented to the Camping Task Force at their fall meeting.
8. A copy of Report for Suspected Instances of Sexual/Physical Abuse at camp will be sent to the Conference Staff Person for Camping.

# **SAFE SANCTUARIES**

Scripture and our United Methodist tradition inform us in our belief that all of human life is of sacred worth, perhaps children most of all. Hear the words of Jesus in Matthew 18:5-6: "Whoever welcomes [a] child, welcomes me. If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea."

We affirm that our youth and our children are full human beings in their own right but, because they are particularly vulnerable, they are our sacred trust to whom we have special responsibility. The Church is therefore particularly accountable to provide a safe environment for youth and children. "In particular children must be protected from economic, physical, emotional, and sexual exploitation and abuse" of any kind (Paragraph 162 C.).

Therefore, as a covenanted Christian community of faith, the Northwest Texas Conference pledges to conduct camping events in ways that promote the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth who participate in these events.

## **SEXUAL ETHICS POLICY**

### **POLICIES REGARDING SCREENING**

Careful screening is one way to prevent the abuse of children, youth, vulnerable adults, and developmentally disabled persons. Screening calls for a careful review of all information (through personal contacts, interviews, written information, and reference checks) in search of persons who can provide supervision in a safe environment and ensuring there is adequate supervision.

There may be a need for last minute recruitment due to cancellations or emergencies; in such cases, the usual procedures will be initiated. It is anticipated that a pool of persons, previously screened, will emerge over time.

### **SCREENING CAMP SITE STAFF**

Prior to employment, the Executive Director shall, as a minimum:

- Direct each potential employee to complete the application/covenant used for all adult volunteers. (this or its equivalent)
- Require each employee to complete the Texas Mandated Sexual Abuse Training and Testing

The Executive Director shall further screen by:

- Ensuring that each employee meets the Texas law concerning age. Ceta and Butman are exempt from wage laws.
- Checking three (3) references. (2 professional, 1 personal)
- Accomplishing a Criminal Background Check for all employees.
- Complete the Texas Mandated Sexual Abuse Training and testing which covers two (2) consecutive years as a camp volunteer.

**SCREENING CAMP DIRECTORS/ADULT VOLUNTEERS OF CHILDREN/YOUTH AGE  
LEVEL/SPECIALTY CAMPS**

The Northwest Texas Conference requires all volunteers to submit an online registration form, along with the required Registration fee, agree to a criminal background check, complete the Texas mandated Sexual Abuse Training and Testing, and provide three (3) references (two (2) of which must be acceptable, completed and on file prior to the volunteer coming in contact with campers).

**ALL camp volunteer registrations must be submitted online and approved prior to camp.**

1. The Conference Staff Person for Camping and appropriate Camp Site staff/Camp Volunteer Director shall oversee the following screening checks:
  - a. Conference Staff Person
    - i. Criminal Background Check
    - ii. Texas mandated Sexual Abuse Training and Testing
    - iii. Personal References (2 professional, 1 personal)
    - iv. Checking names against "flagged" volunteers.
    - v. Following the screening checks, the Conference Staff Person for Camping or staff shall send approval/concerns to the volunteer Camp Director and Camp Site Executive Director (retaining a copy for his/her files).
  - b. Camp Site Staff/ Camp Volunteer Director
    - i. Ensure there is adequate supervision in terms of the ratio of campers to adult volunteers who are the appropriate age.
    - ii. Ratio standards are 8 to 1, excluding the director and one (1) associate director.
    - iii. For grades 3-6, junior volunteers must be at least 16 years old and supervised by an adult;
    - iv. For grades 7-8, junior volunteers must be at least 17 years old, adult volunteers must be at least 18 years old and one year out of high school;
    - v. For grades 9-12, absolutely no junior volunteers, adult volunteers must be at least 18 years old and one year out of high school.
    - vi. Volunteer ages are at time of camp.
    - vii. First time volunteers should be placed with a seasoned adult volunteer.
  - c. Please see the entire volunteer screening process on the NWTX website.
2. **Volunteers are not authorized to give out their own personal information (i.e. address, phone number, e-mail or MySpace, Facebook) to any camper!** Volunteer Camp Directors will address this issue during the onsite Safe Sanctuaries training.



## **SCREENING PERSONS WHO SEEK TO BE CAMP STAFF/VOLUNTEER, BUT PREVIOUSLY SUSPENDED DUE TO CHARGES OF ABUSE OR CHARGED WITH**

### **INAPPROPRIATE BEHAVIOR**

The Camping Task Force is responsible to ensure that each camp experience is a safe environment for children, youth, vulnerable adults, and developmentally disabled persons, so that camp is safe from physical harm, appropriate spiritually and developmentally, and there is safety from abuse between campers and/or by staff (volunteer or paid).

Therefore, to ensure that an abuse by camp staff/volunteer does not continue:

1. By September 15, the Camping Task Force's Executive Committee shall meet to consider all report forms returned by Camp Directors which report inappropriate behavior for which a staff person (volunteer or paid) was suspended from the camp for abuse (automatic suspension) or those that should be banned from future camps.. Each report form shall be considered and a determination made about the length of a ban for serving as an adult volunteer at any conference camp.
2. By October 1, the executive committee shall contact each camp staff/volunteer considered with information regarding the ban recommendation, and an invitation to appeal the ban to the Camping Task Force Executive Committee by February 1.

### **POLICIES REGARDING REPORTING DISCLOSURES OF ABUSE**

Reporting abuse to proper authorities is a covenant, ethical responsibility. Texas State law mandates report of abuse and states that, "A person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person shall report in accordance with Section 34.02 of this code."

Pastors are not exempt from mandatory reporting. Only in the naming of abuse can both the abused and the abuser find healing:

- Listen to children/youth carefully, taking reports seriously yet not exaggerating them.
- Adult volunteers are not expected to handle abuse problems alone. Do what is reasonable to protect a child/youth in immediate danger and report any abuse (by volunteer/staff at camp or a person away from the camp setting) as the policies indicate.

### **REPORTING SUSPECTED ABUSE BY A CAMP STAFF OR VOLUNTEER**

1. Any staff (volunteer or paid) who either makes the observation of abuse, or who receives information from a camper describing possible abuse, by an adult at camp, shall contact the Camp Director immediately.

NOTE: The suspected incident should not be discussed with anyone else. CONFIDENTIALITY IS IMPORTANT!

2. Following the report, the Camp Director shall make the following initial contacts in the order indicated. FOLLOWING EACH CONTACT, DOCUMENT THE CONVERSATION/REPORT ON THE SUGGESTED REPORT FORM:
  - Begin a report form on the incident, documenting the initial report.
  - Speak with the child/youth/developmentally disabled/adult/dependent person(s) involved. The Camp Director should be careful to listen to the child/youth without questioning for details or asking leading questions.
  - Speak with the person accused of abuse.

3. Discern, from the information you have gathered, whether abuse occurred or whether a staff member acted inappropriately. It does become a judgment call on your part. In the discerning, and in deciding which actions to take, contact and document on report form to:
  - Executive Director
  - Conference Staff Person Related to Camping
  
4. If it is discerned the action was inappropriate behavior, you will need to decide if the action calls for suspension from the week, reassigning the person for the week, and/or confronting the issue. Document the following contacts:
  - Conversation with the volunteer/staff regarding your decision
  - Report back to the person making the initial report regarding your decision on whether you believe the situation was inappropriate behavior or abuse. If the person making the initial report believes the situation was abuse, he/she shall report the incident to CPS/law enforcement agencies. As Camp Director, you will likely need to make the following contacts and make contact again with the Executive Director and Conference Director of Discipleship regarding the situation.
  - Parent(s)/guardian(s) may need to be contacted, as per your conversation with CPS.
  - If parent(s)/guardian(s) are contacted, contact their pastor so continuing pastoral care can be provided to the family, as per your conversation with CPS.
  
5. If it is discerned the action was abuse, make the following contacts (document please):
  - Suspend, from the supervision of children/youth/developmentally disabled adult dependent person(s), the staff/volunteer accused of abuse.
  - Report suspected sexual abuse to CPS and/or law enforcement. In the Camp's area; report suspected physical abuse to area law enforcement agencies. As you make the report, talk through these issues with the CPS. case worker:
    - a. How the report and the camper will be handled.
    - b. How and if you should make contact with the parent(s)/guardian(s).
    - c. How and if you should make contact with the child/youth's pastor.
  - Report back to the person making the initial report of your report to CPS/law enforcement agencies.
  - Report to parent(s)/guardian(s) as per your discussion with CPS.
  - Report to child/youth's pastor, so that pastoral care may be provided to the child/youth and the parent(s)/guardian(s). You may wish to contact the pastor first so that he/she is present when you tell the family as per your discussion with CPS.
  
6. Within one (1) month of camp file a report (for either inappropriate behavior or abuse) to the Conference Staff Person Related to Camping.

**NOTE!**

1. *If the incident involves the Camp Director, the Executive Director shall be the first contact who will follow the steps indicated except immediately after conversation with child/youth, contact should be made with the Conference Director of Discipleship so that adequate leadership might be provided for the week.*
  
2. *If the incident involves a paid staff member, the Executive Director shall be contacted immediately after conversation with child/youth and should be involved in all the steps following. If the incident involves the Executive Director, the Board of Trustees and Conference Director of Discipleship will be contacted.*

## **REPORTING A CAMPER'S DISCLOSURE OF ABUSE BY A CARETAKER, RELATIVE, OR AUTHORITY PERSON (WHICH HAPPENED AWAY FROM THE CAMP SETTING)**

1. If any child/youth/developmentally disabled adult/dependent person(s) discloses to a volunteer or paid staff person at camp an abuse (sexual or physical) that has happened away from the camp setting, the volunteer or paid staff person shall contact the Camp Director. NOTE: The suspected incident should not be discussed with anyone else. CONFIDENTIALITY IS IMPORTANT!
2. Following the report, the Camp Director shall make the following contacts in the order indicated. FOLLOWING EACH CONTACT, DOCUMENT THE CONVERSATION/REPORT ON THE SUGGESTED REPORT FORM:
  - Begin a report form on the incident, documenting the initial report.
  - Speak with the child/youth/developmentally disabled/adult dependent person(s) involved. The Camp Director may wish to have the adult reporting the incident present to ease the child. The Camp Director should be careful to listen to the child/youth and to not question for details or ask leading questions.
  - Understanding there is a heavy responsibility in the decision to report abuse, and that the reporting enters the entire family into a whole system of investigation and charge, discuss the process of reporting with the Executive Director and the Conference Staff Person Related to Camping.
  - Report disclosure to T.D.P.R.S. in the campsite's area. T.D.P.R.S. may refer your report to T.D.P.R.S. where the child/youth lives or to a law enforcement agency. As you make the report, talk through these issues with the T.D.P.R.S. caseworker:
    - a. **How** the report and the camper will be handled.
    - b. **How** and if you should make contact with the parent(s)/guardian(s).
    - c. **How** and if you should make contact with the child/youth's pastor.
3. If it is discerned the incident was one of inappropriate behavior, work with the camper (and hopefully another adult volunteer) to learn from the incident. This work may include "time out," apology to the abused camper, and/or closer supervision.
4. Continue to be aware of the needs/anxieties of the camper who was abused.
5. Within one (1) month of camp, file the report form with the staff person related to camping.

## **ABUSE HAPPENING AWAY FROM CAMP (AND DISCLOSED AT CAMP)**

1. Any child/youth/developmentally disabled/adult dependent person(s), who discloses, to a volunteer or paid staff, an abuse (sexual or physical) that has happened away from camp, shall contact the Camp Director.

NOTE: The suspected incident should not be discussed with anyone else. CONFIDENTIALITY IS IMPORTANT!

- Following the report, the Camp Director shall make the following contacts in the order indicated. FOLLOWING EACH CONTACT, DOCUMENT THE CONVERSATION/REPORT ON THE SUGGESTED REPORT FORM:  
Begin a report form on the incident, documenting the initial report.

- Speak with the child/youth/developmentally disabled adult dependent person(s) involved, being sensitive to their need to regain control of their life. The Camp Director may wish to have the staff person reporting the incident present to ease the child. The Camp Director should be careful to listen to the child/youth and to not question for details or ask leading questions.
- With the permission of the camper, contact his/her parents and/or pastor at the end of camp, so that help for healing may be obtained.
- If you discern, from the information you gather, that the abuse is serious enough so that others are in danger, contact the law enforcement agency (this would include rape, date rape, and threats with weapons). In the discerning, contact Executive Director and the Conference Director of Discipleship.
- Support the camper with the assurance that what happened was not his/her fault, and with the assurance of his/her acceptability and God's unconditional love.
- Encourage the camper to find continuing support (for example, help camper identify the rape crisis center near home).
- Leaders should be aware that disclosure may impact other campers and appropriate counseling should be a part of the training for camp leaders.

## **CRIMINAL BACK GROUND CHECK FOR CAMP DIRECTORS AND ADULT VOLUNTEERS**

Camping is by far one of the most vital ministries in the Northwest Texas Conference. We are following through with our mission "To Make Disciples Of Jesus Christ For The Transformation Of The World."

The Criminal Background check has become part of the camping procedures effective 10/97 by the Camping Task Force. Though we (Camping Task Force) realize and understand that the process is not a foolproof method, it is our attempt to safeguard persons involved in the Northwest Texas Conference Camping Program. We know that this is not a perfect or complete process. We will continue to update and improve this process.

### **CONFIDENTIALITY**

All criminal history information is confidential and must be treated as such. The only people currently approved to have access to the Applicant's criminal history information are the persons designated by the Camping Task Force.

Documentation of criminal conviction histories requested by the Camping Task Force shall be obtained by authorized and trained personnel. Any other persons cannot receive it.

### **DISQUALIFYING OFFENSES**

No person may serve with adults, youth, or children who have ever been convicted of any disqualifying offense, been on probation, or received deferred adjudication for any disqualifying offense, or has presently pending any criminal charges of any disqualifying offense before a determination of guilt is made including any person who is presently on deferred adjudication.

#### **Disqualifying offenses are as follows:**

Each camp will follow the state guidelines concerning disqualifying offenses. Each Camp Executive Director shall determine if state guidelines are met in every question.

Camp Executive Director shall have the authority to make the final decision with regard to state standards and disqualifying offenses. For a copy of the state of Texas guidelines, follow this link:  
<http://www.dshs.state.tx.us/youthcamp/rules.shtm>

#### **Conflicting Personal References:**

- a. When camp registrar's notify the Leadership Team there are conflicting references conflict in their recommendations, it is the responsibility of the Leadership Team to further investigate the volunteer's qualifications for serving and to notify the volunteer about whether they will be serving or not.

## Policy Related to Health Issues

The objective of the Conference Camping program is to provide a safe, enjoyable, meaningful, and life-changing camping experiences. To aid in the accomplishment of this goal - health issues need to be addressed that minimize camper's exposure to contagious disease. Children become ill more frequently than adults. Principally because their immune systems cannot fight disease as well as adults, and their personal hygiene practices can be sorely lacking. With the close interaction of campers the net result can be an "outbreak" which could adversely affect the camping event. To minimize exposure to contagious disease, the Camping Task Force hereby adopts the following policy with respect to these issues:

An ill child must not be accepted for a camping event if one or more of the following exist:

- The illness prevents the child from participating comfortably in camping activities.
- The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other campers.
- The child has any of the following:
  - Oral temperature of 100 F or higher
  - Rectal temperature of 101 F or higher
  - Armpit temperature 99 F or higher
- AND has behavioral changes or other signs and symptoms of illness until medical evaluation indicates that the child can be included in camping activities OR
- Symptoms and signs of severe illness, such as:
  - Lethargy
  - Difficulty breathing
  - Uncontrolled Diarrhea (2 or more loose, watery stools in 24 hours)
  - Vomiting illness (2 or more episodes in 24 hours)
  - Rash with fever
  - Mouth sores with drooling
  - Head lice
  - Wheezing
- AND has behavioral changes or other signs and symptoms of illness until medical evaluation indicates that the child can be included in camping activities OR
- The child has been diagnosed with a communicable disease, UNTIL medical evaluation indicates that the child is no longer contagious and is able to be included in camping activities.
- **No DNR will be accepted.**

The above criteria shall be included in acceptance letters sent to prospective campers.

On the opening day of the camping event if a camper should present with signs or symptoms that create concern, the ranking medical personnel at the Camp facility shall discretely send the camper home.

If a camper presents with signs of illness during the camping event, the ranking medical staff at the Camp facility should:

- Immediately separate the child from other children;
- Contact the parents, guardians, or caretakers to have the child picked up;
- Continue to observe the child for other symptoms;
- If the child does not respond to you, or is having trouble breathing, or is having a convulsion, call 911.

The Director of the camping event will be made aware of the situation as soon as possible, but the final decision as to whether a camper should be sent home and/or receive additional treatment at an appropriate facility, rests with the ranking medical person at the Camp facility whether that person be a nurse on the leadership team of the camping event, or a member of the Camp facility staff.

In the unlikely event that a parent, guardian, or caretaker should refuse to pick up a camper that presents with illness or injury, that in the opinion of medical staff needs attention, medical staff shall notify the Director of the camping event who shall contact the parent, guardian, or caretaker. Should this attempt fail, the sponsoring Church or Agency shall be contacted to pick up the child, or make such arrangements. Should all reasonable attempts fail, the Department of Family and Protective Services shall be notified.

As a point of clarification, a communicable disease, as addressed above, includes, but is not limited to:

Campylobacteriosis	Hepatitis C	Rubella
Diarrhea (2 or more cases)	Meningococcal Disease	Shigellosis
Hepatitis A	Mumps	Hepatitis B
Measles	Salmonellas	Tuberculosis
Chickenpox	E. Coli	Flu
Meningitis	Pertussis	H1N1 Flu

# PROGRAM GUIDELINES

The Camping Task Force is responsible for planning and scheduling dates for camps of the Northwest Texas Conference at Butman, Ceta Canyon, and off-site camps. The Camping Task Force shall approve persons recommended to serve as Camp Directors of all camps. The Camping Task Force shall be responsible for recruiting and training of Camp Directors. The Camping Task Force shall meet immediately after the summer camp program to evaluate that program.

## A. Program Outline:

1. The Curriculum Review Committee will approve the program outline for each camp. Each camp director shall submit to the Curriculum Review Committee a "Program Outline Report" by the announced due date. **(May 1, 2016)**. The obvious expectation is that all resources or plans submitted for approval will be in keeping and not opposed to or in violation of standards for the ministry of teaching and learning in The United Methodist Church.
2. A list of items to be sold at the camp must be submitted with curriculum for review and approval.

## B. Leadership Recruitment:

1. All Camp Directors shall nominate at least two (2) associate directors to the Camping Task Force for approval.
2. Ratio standards are 8 to 1, excluding the director and one (1) associate director.
  1. For grades 3-6, junior volunteers must be at least 16 years old and supervised by an adult;
  2. For grades 7-8, junior volunteers must be at least 17 years old, adult volunteers must be at least 18 years old and one year out of high school;
  3. For grades 9-12, absolutely no junior volunteers, adult volunteers must be at least 18 years old and one year out of high school.
  4. Volunteer ages are at time of camp.
  5. First time volunteers should be placed with a seasoned adult volunteer.
  6. Following the screening checks, the Conference Staff Person for Camping or staff shall send approval/concerns to the volunteer Camp Director and Camp Site Executive Director (retaining a copy for his/her files).
  7. First time volunteers should be placed with a seasoned adult volunteer.
3. Youth that are assisting with elementary camps are not to be included in the ratio. When ratios fall below 8-1, directors are encouraged to permit adult volunteers to go home to correct ratios. Should ratios exceed 8-1, directors are encouraged to recruit additional adult volunteers.
4. All volunteers must complete registration process **INCLUDING** those volunteers who are only coming in for a particular program such as speakers, band members, deejays, craft leaders, etc.
5. All Volunteer Directors shall recruit their own leadership team. Assistance will be provided by Camping Task Force when requested. **There is a required \$90 registration fee for all adult volunteers. (The \$90 fee is required for each camp they are working.)**
6. An on-site camp training period for adult volunteers will be held immediately before the opening of camp. Each Camp Director should develop an Adult Volunteer's Handbook. The Camping Task Force recommends the Sunday before your camp opens if not before. **The Director shall notify the Executive Director of how many will be staying overnight and attending each meal before the camp officially starts.** Expenses for training should be included in camp's budget.
7. Completed medical forms are required on all Camp Directors and Adult Volunteers in case of an emergency while at camp.
8. Day Volunteer is someone that is coming for a particular program but will not eat any meals or stay overnight on site. They can register using the code "DAYVOL". If their presence incurs any charges, they will be the responsibility of the volunteer.



9. Recreation Volunteers are those who are staying overnight and eating meals but will be paid for through the event budget such as bands, speakers, etc. They can register using the code "RECVOL"
10. All family members over the age of 18 attending camp must complete background check and child protection training at the cost of the camp budget or the family. They must register the same as a volunteer. For help please contact Amanda at [leblanc@nwtxconf.org](mailto:leblanc@nwtxconf.org) for Ceta camps and Carolyn at Butman camps to arrange this.
11. All Volunteer Camp Directors and volunteers must abide by the Volunteer Registration process as approved by the Camping Task Force in February 2016 and found on the camp volunteer page of the website.

# FINANCIAL INFORMATION

- A. Camp Directors are responsible for administering the budgets for their camp.
- B. There are three sources of income for program and administrative expenses:
1. Program Subsidy: This is determined by the Camping Task Force and deposited in each camp account.
  2. Camper Registration: The difference between the camper registration fee and the amount paid to the camp is considered the Program Fee.
  3. Special Funds (see "J" below)
- C. **Camp Directors shall operate within the income for their camp. Any excess funds will accumulate in the summer activity fund for the next camping season.**
- D. Immediately at the close of each camp, the Executive Director will complete a financial statement including income from registrations (campers and adult volunteers) and the total costs of the camp. The Volunteer Camp Director and the Executive Director will review this statement for completeness and accuracy. After the final statement is agreed upon the Executive Director will provide the Volunteer Camp Director with a copy and will make a copy for the Conference Center. This should be sent to the Conference Staff Person for Camping for reconciliation with the Conference Treasurer.
- E. **Before leaving the camp**, Volunteer Camp Directors will submit to the Executive Director the "Director's End-of-Camp Report."
- F. Camp Directors or their approved designees will submit a camp budget no later than April 15, 2016. This will be reviewed by the Camping Task Force (Camping Task Force) and, if approved, sent to the Conference Treasurer and the Camp Director.

Prior to the camp, Camp Directors or their approved designees will submit Purchase Requisitions for all single expenditures expected to exceed \$500 (e.g. camp preacher, music team, etc.). The Purchase Requisitions will be reviewed and approved by a Camping Task Force representative and should be, in general, consistent with the budget submission. Approved Purchase Requisitions will be stored in the accounting system and matched against actual vendor invoices. Camp Directors will receive a notification of all approved Purchase Requisition/Purchase Order numbers.

Vendors should submit invoices, referencing the Purchase Order number, to the Camp Director for approval. These invoices should be sent to the Conference Office for processing and payment. The Camp Director or their approved designees should submit Purchase Requisitions/Check Requests for any other expenses that fall below the \$500 threshold, as well as all out-of-pocket expenses on a Purchase Requisition form to the Conference Service Center staff person related to camping. Please fill out the form properly and attach receipts.

Invoices over \$500 without an approved Purchase Requisition and Purchase Requisitions/Check Requests without supporting documentation will not be paid. All approved invoices and Purchase Requisition/Check Requests will be sent to the Conference Treasurer for payment.

Invoices and Purchase Requisition/Check Requests must be submitted no later than four weeks after the end of the camp.

- G. Honoraria:  
All Honoraria must fit into Camp budget.  
A person serving under appointment in the Northwest Texas Conference with a salary shall not receive an honorarium for serving or preaching at a Camping Task Force event. **Social security numbers are required of persons who receive honoraria prior to payment of honorarium.**
- H. In order to have advance payment on hand at the time of performance of any outside group, copies of any

contract should accompany voucher with any other additional supporting evidence. Allow two weeks for processing and mailing from the day that the forms are turned into the conference office and have been confirmed.

- I. Mileage will be paid only for directors to and from the camp session. Expenses for pre-camp meetings will be paid, at the prevailing rates, for the director and one associate only.
- J. Any donations collected for Camping Task Force sponsored camps must be processed by Conference Office with the recommendation that any special gifts may be designated for particular camps to make up deficits, with any balance going into the Summer Activities Fund. This does not include offerings taken at camp. **(Camp New Dawn I & II, G.R.A.C.E. Camp and Spirit Wind are exceptions.)**
- K. Offerings taken at camp should be turned in with the End of Camp Report during check out with name and address of how the offering is to be used. It is strongly recommended that at least a portion of the total offerings go to YSF (Youth Service Fund). This locally controlled fund is money raised by youth for youth to be in missions. The Conference Staff will assist you with any questions or presentations needed.
- L. Meals are scheduled to start with Monday dinner and end with Friday breakfast; however, each Director has the option of having a Monday lunch. For Monday lunch or any additional meals contact the Campsite Staff directly for fees and to schedule with Food Service. Additional cost for staff orientation on Sunday would be at the prevailing camp site fee rate based on early registration fee. Cost of additional or fewer meals should be negotiated with the Executive Director. **The cost of Camps less than four (4) days will be determined by the Executive Director and the Director of that camp. This will include setting the program fee.**

# Scholarships

Limited scholarship funds are available through the Conference Office. Please download a Scholarship Request form at [www.nwtxconf.org/ministry-forms.html](http://www.nwtxconf.org/ministry-forms.html) or contact Lauren Hughs at 806-762-0201, ext 10, or [hughs@nwtxconf.org](mailto:hughs@nwtxconf.org) for more information. We encourage all churches to help pay your campers Registration Fee! We always appreciate all donations to any of our Scholarship funds!

**General, Hispanic, and New Dawn Scholarships:** Amount of scholarship- \$130/ \$75 for Young Elementary

- **General Scholarship:** Anyone is eligible to apply for General Scholarship Funds.
- **Hispanic Scholarship:** Scholarship Funds come from the Hispanic Ministry Budget. Jorge Ochoa must approve all Hispanic Scholarships.
- **New Dawn Scholarship:** Must be a mentally challenged adult to qualify for New Dawn Scholarship funds.

To receive any scholarship each camper is required to pay the remainder of the registration fee after the \$130 or \$75 scholarship has been deducted. We do not give 100% Scholarships! Please only send a scholarship request form to the Conference Office. Registration forms and fees must be mailed to the designated camp office. Because funds are limited, please submit Scholarship requests to the Conference Office as soon as possible! All Scholarship Applications must be submitted within 10 days of the campers preferred camp. **ON-SITE SCHOLARSHIPS WILL NOT BE GIVEN.**

**G.R.A.C.E. Camp:** Amount of scholarship- \$215

Donations have been given and money has been raised for the G.R.A.C.E. Camp Scholarship Fund to assist campers with the registration fee. All G.R.A.C.E. Campers are asked to pay at least \$25 of the registration fee. To receive a G.R.A.C.E. Camp Scholarship, please contact Deborah Robinson at Camp Butman. Donations are accepted for this scholarship fund.

\*For whatever reason, the auto page number jumps from 27 to 32. There are no pages missing!

## Scholarship Request Form

### General Scholarship

**Amount of \$130 per Camper or Amount of \$75 for Young Elementary Camper**

Return to: Northwest Texas Conference Center

Attn: Lauren Hughs

1401 Ave. M, Lubbock, TX, 79401

[hughs@nwtxconf.org](mailto:hughs@nwtxconf.org)

Name of Camper: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Email of Person Making Request \_\_\_\_\_ Relationship to Camper \_\_\_\_\_

Parent/Guardian Signature (if request made by someone other than the camper): \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Camp for which scholarship is needed (circle):

Butman Camps

\*\*Young Elementary 3/4

\$75 Scholarship Amount

\*Elementary Advanced 4/5

\$130 Scholarship Amount

Ceta Camps

\*One Way 4/6

\$130 Scholarship Amount

One Way 6/8

\$130 Scholarship Amount

Mid High Advanced 6/8

\$130 Scholarship Amount

Sr. High Advanced 9/12

\$130 Scholarship Amount

One Way 9/12

\$130 Scholarship Amount

Camp Nova 10/12

\$130 Scholarship Amount

Camp Nova 7/9

\$130 Scholarship Amount

\*Whoz-We-R 4/6

\$130 Scholarship Amount

**PLEASE NOTE – requests must be postmarked no later than 10 days before the beginning of the camp.**

In a brief statement, please explain the camper's need for a scholarship:

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**Registration fee: Do not send cash!**

Butman Camps	Before 2/1	Before 04/15	After 04/15
Mid Hi, Sr. Hi., New Dawn	\$255	\$270	\$285
Young Elem	\$132	\$142	\$157
Elem. & GRACE	\$245	\$260	\$275

Ceta Camps	Before 02/1	Before 04/15	After 04/15
One Way 6-8	\$255	\$270	\$285
One Way 9-12	\$258	\$273	\$288
One Way 4-6, Whoz We R	\$245	\$260	\$275
Camp Nova	\$240	\$255	\$270
New Dawn	\$255	\$270	\$285

Please note: The Northwest Texas Conference cannot give 100% scholarships. **Please only send a scholarship request form to the Conference Office. Registration forms and fees must be mailed to the designated camp office.** We will make every effort to approve your request, however, scholarship funds are very limited and your request may not be approved. Once your request has been reviewed, you will be promptly notified via a letter in the mail regarding the decision made. All requests must be postmarked at least 10 days before the beginning of camp. We do not give "on-site scholarships".

**For Office Use Only:** Scholarship Approved \_\_\_\_\_

Response Sent \_\_\_\_\_

# Scholarship Request Form

## Grace Camp

### Return to: Butman Camp

Attn: Deborah Robinson

325-846-4212

158 County Road 674

Merkel, TX 79536

camp@butmancamp.org

Name of Camper: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Email of Person Making Request \_\_\_\_\_ Relationship to Camper \_\_\_\_\_

Parent/Guardian/Camp Registrar Signature (if request made by someone other than the camper): \_\_\_\_\_

Church Affiliation \_\_\_\_\_

**Registration fee: The full registration fee for Grace Camp is \$240 but participants are asked to pay \$25 and the difference is made up through the scholarships. Donations are accepted for the Grace Camp Scholarship Fund.**

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#### **For Office Use Only:**

Amount requested \_\_\_\_\_

Amount Approved \_\_\_\_\_

Amount Camper Paid \_\_\_\_\_

Check Number \_\_\_\_\_

Response sent \_\_\_\_\_

Scholarship Request Form

New Dawn Camp

Amount of \$130 per camper

Return to: Northwest Texas Conference Center

Attn: Lauren Hughs

1401 Ave. M, Lubbock, TX, 79401

[hughs@nwtxconf.org](mailto:hughs@nwtxconf.org)

Name of Camper: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Email of Person Making Request \_\_\_\_\_ Relationship to Camper \_\_\_\_\_

Parent/Guardian Signature (if request made by someone other than the camper): \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Camp for which scholarship is needed (circle):

NEW DAWN I (Ceta Canyon)

NEW DAWN II (Butman)

**PLEASE NOTE – requests must be postmarked no later than 10 days before the beginning of the camp.**

In a brief statement, please explain the camper’s need for a scholarship:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Registration fee: Do not send cash!**

**Postmarked Feb 2 \$250, Postmarked April 15 \$265, After April 15 \$280.**

Please note: The Northwest Texas Conference cannot give 100% scholarships. **Please only send a scholarship request form to the Conference Office. Registration forms and fees must be mailed to the designated camp office.** We will make every effort to approve your request, however, scholarship funds are very limited and your request may not be approved. Once your request has been reviewed, you will be promptly notified via a letter in the mail regarding the decision made. All requests must be postmarked at least 10 days before the beginning of camp. We do not give “onsite scholarships”.

**For Office Use Only:**

Amount requested \_\_\_\_\_

Amount Approved \_\_\_\_\_

Amount Camper Paid \_\_\_\_\_

Check Number \_\_\_\_\_

Response sent \_\_\_\_\_

# Scholarship Request Form

## HISPANIC Scholarships

Amount of \$130 per Camper or Amount of \$75 for Young Elementary Camper

Return to: Northwest Texas Conference Center

Attn: Lauren Hughs  
1401 Ave. M, Lubbock, TX, 79401  
[hughs@nwtxconf.org](mailto:hughs@nwtxconf.org)

Name of Camper: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Person Making Request \_\_\_\_\_

Email of Person Making Request \_\_\_\_\_ Relationship to Camper \_\_\_\_\_

Parent/Guardian Signature (if request made by someone other than the camper): \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Camp for which scholarship is needed (circle):

**Butman Camps**

\*\*Young Elementary 3/4  
\$75 Scholarship Amount

\*Elementary Advanced 4/5  
\$130 Scholarship Amount

Mid High Advanced 6/8  
\$130 Scholarship Amount

Sr. High Advanced 9/12  
\$130 Scholarship Amount

**Ceta Camps**

\*One Way 4/6  
\$130 Scholarship Amount

One Way 9/12  
\$130 Scholarship Amount

Crossroads Camp 7/9  
\$130 Scholarship Amount

One Way 6/8  
\$130 Scholarship Amount

Vision Camp 10/12  
\$130 Scholarship Amount

\*Whoz-We-R 4/6  
\$130 Scholarship Amount

**PLEASE NOTE – requests must be postmarked no later than 10 days before the beginning of the camp.**

In a brief statement, please explain the camper's need for a scholarship:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Registration fee: Do not send cash!**

Butman Camps	Before 2/1	Before 04/15	After 04/15
Mid Hi, Sr. Hi., New Dawn	\$255	\$270	\$285
Young Elem	\$132	\$142	\$157
Elem. & GRACE	\$245	\$260	\$275

Ceta Camps	Before 02/1	Before 04/15	After 04/15
One Way 6-8	\$255	\$270	\$285
One Way 9-12	\$258	\$273	\$288
One Way 4-6, Whoz We R	\$245	\$260	\$275
Camp Nova	\$240	\$255	\$270
New Dawn	\$255	\$270	\$285

Please note: The Northwest Texas Conference cannot give 100% scholarships. **Please only send a scholarship request form to the Conference Office. Registration forms and fees must be mailed to the designated camp office.** We will make every effort to approve your request, however, scholarship funds are very limited and your request may not be approved. Once your request has been reviewed, you will be promptly notified via a letter in the mail regarding the decision made. All requests must be postmarked at least 10 days before the beginning of camp. We do not give "onsite scholarships".

**For Office Use Only:** Scholarship Approved \_\_\_\_\_ Response sent \_\_\_\_\_



# APPENDIX A

## Pre-Camp Training

# A LOOK AT PRE-CAMP TRAINING

*By Richard Edwards*

The staff is one of the most important elements of a successful camp. Unless this group works together and knows what's going on, the camp has little chance of really getting off the ground. Staff training should be mandatory for every individual who serves as a leader, adult volunteer, or resource person. This helps tie the camp together and helps every person with a position of responsibility to be aware of the camp's overall intent.

Pre-camp training is both a building and educational opportunity. We begin by simply getting acquainted. This process begins with supper together, furnished by some members of the staff. The getting acquainted process begins on simple name and what-you-do basis. If people can't call one another by name, the rest of the process will be incomplete. We move from this surface level to a deeper understanding of who the individuals of the staff are as persons of God. That means not only what a person's name is, what they do, or where they are from, but also a deeper knowledge about one another. What are the significant things going on in their lives, what are the fears they have about camp, and what they hope to get and give during this week at camp?

Having established or at least made this move towards a unified working and caring group, we begin to work on the details of the camp. This begins with a look at what we hope to accomplish during the week. Here we deal strongly with the purpose of our camp and how the various elements of the camp fit that purpose. This allows us not only to share the schedule of the week, but also the rationale for such a schedule as it fits the overall purpose.

One of the single most important functions of the staff is to lead our small family groups. Therefore, we spend a significant amount of time sharing what will take place in these groups. We share the movement, which we hope to direct, and the methods or activities, which will help lead these groups in a positive direction. The general direction might be summarized with the four words: Knowing, Trusting, Sharing, and Growing.

When our camp uses a total group activity that requests input and debriefing, such as a simulation game, we either go through the game or actually play the game with the staff. This allows the staff to become acquainted with the activity and helps avoid problems.

The final part of our staff training is devoted to preparation work. This includes the leader and co-leader of our small groups meeting together to firm up the directions and activities of their small group. The staff then prepares for registration and welcoming the campers.

This is a quick overview of one method of pre-camp staff training. Hopefully, the one thing you get from this format is that the staff must work together as a unified group and the pre-camp training period is the time to begin development of this group.

## JOB DESCRIPTION FOR CAMP DIRECTORS AND VOLUNTEERS

Summer camping in the Northwest Texas Conference depends on you, the volunteer. Without volunteer directors and adult volunteers, we cannot conduct our camps.

These are the characteristics we are looking for in our adult volunteers:

- A committed Christian person
- Good health and stamina
- A real fondness for people
- Ability to get along with people
- A willingness to share one's faith
- A good sense of humor
- The ability to administer discipline with a smile
- Flexibility and creativity to "go with the flow" when needed
- The ability to listen to all people at camp and remain objective
- A love of the out-of-doors
- Must be a United Methodist in order to be a Volunteer Director.
- Must pay at least \$90.00 Camp Director/Volunteer fee for each camp worked. Camp fee for camps less than 4 camper days will be prorated.
- Camp directors and volunteers first priority is to be with the campers and to see that their experience is positive. It may occasionally be necessary to bring family members to camp (in order for the volunteer to participate) If this occurs it will be up to the individual camp site to determine cost for those persons to be in attendance. If the camp facility offers 'Rest and Relaxation" (R & R) time as part of their ongoing ministry, Camping Task Force camps are NOT included as R & R."

## REQUIREMENTS

Ratio standards are 8 to 1, excluding the director and one (1) associate director.

- \* For grades 3-6, junior volunteers must be at least 16 years old and supervised by an adult;
- \* For grades 7-8, junior volunteers must be at least 17 years old, adult volunteers must be at least 18 years old and one year out of high school;
- \* For grades 9-12, absolutely no junior volunteers, adult volunteers must be at least 18 years old and one year out of high school.
- \* Volunteer ages are at time of camp.
- \* First time volunteers should be placed with a seasoned adult volunteer.
- \* Following the screening checks, the Conference Staff Person for Camping or staff shall send approval/concerns to the volunteer Camp Director and Camp Site Executive Director (retaining a copy for his/her files).
- \* First time volunteers should be placed with a seasoned adult volunteer.

The camp director(s) will assign specific duties as outlined in the Adult Volunteer Handbook.

Firearms, weapons of any kind, unapproved fireworks, illegal drugs, alcoholic beverages or other contraband are not permitted on the grounds. The Executive Director in cooperation with the Camp Director is authorized to expel from the grounds any person who disobeys these rules. **Tobacco use is prohibited inside all buildings.** Tobacco use by minors is prohibited by law and will not be tolerated. Violators will be sent home. Tobacco use by adult volunteers and staff is not allowed in any area.

The Executive Director in cooperation with the Camp Director is authorized to expel from the grounds any person who disobeys these rules.

- **DIRECTORS AND ALL VOLUNTEERS MUST APPEAR CLEAN, NEAT, AND APPROPRIATELY ATTIRED.**
- **STAFF WILL PORTRAY A POSITIVE ROLE MODEL FOR YOUTH, INCLUDING BUT NOT LIMITED TO, MAINTAINING AN ATTITUDE OF RESPECT, LOYALTY, PATIENCE, COURTESY, TACT, AND MATURITY.**

# ADULT VOLUNTEER'S HANDBOOK

*Developed by Derrell Patterson*

We hope and pray this handbook will give you some guidelines that will help you at camp.

## **I. CABIN VOLUNTEERS**

A. We're here for the campers.

1. Remember that you are to be mom and dad to the kids in your cabin, as well as teacher, pal, nurse, and spiritual leader. Please refrain from any behavior you would not want the campers to adopt. Such behavior might include tobacco use, foul language, or breaking set rules.

2. Health Concerns

a. Check with the directors to look at the camper's registration and medical form. Note any special physical conditions or medications brought or needed.

b. Check what your campers are eating; encourage lots of water.

c. Have them take time to go to the bathroom; constipation can be a problem because the kids may not think about taking care of themselves.

3. Respect the campers' feelings and need for privacy.

B. Keep track of campers' money if applicable for certain camp age groups.

1. Use the bank bags provided.

2. Make a card for each camper, with name and amount of money. Keep track of the amount of money each one takes out.

3. Set a "banking time" each day, and only give money at those times.

4. Adult volunteers are responsible for the money their campers have put in the bank. When you can't keep up with the bank bag, lock it in your car, a suitcase, or in the file cabinet in the Lodge meeting room.

5. Don't borrow money from the campers.

C. Boys aren't permitted in girls' cabins, and girls aren't allowed in boys' cabins. That also goes for adult volunteers. In fact there is no reason to be in someone else's cabin area.

D. Post a schedule on the door of the cabin.

E. Have paper cups in the cabin for that last minute "drink of water."

## **II. DISCIPLINE**

A. Try to use discipline that is positive and constructive.

B. No "swirlies" or any other demeaning act is allowed.

C. Usually, loss of privileges for unacceptable behavior is sufficient.

D. Bring unusual behavioral problems to the attention of the directors.

### III. ACTIVITIES

**\*All visitors are strongly discouraged at camp. Once camp begins, All visitors must check in at the office and obtain a visitor's pass during all camps! This includes but not limited to alumni, staff, and camper family.**

- A. Each adult volunteer is responsible for making sure the cabin is clean and the Camp Caper area has been cleaned. Don't do the work for the kids, but show them how. Supervise the cleaning, and make sure campers are present for Camp Capers. This is by cabin number.
- B. Other activities are by group. **Adult volunteers are expected to be with their small group during activities, unless they are responsible for one of the activities.**
  1. A few adult volunteers will need to meet right after lunch for adult volunteers' meetings. The Director will establish an adult volunteer rotation for these meetings.
  2. Adult volunteers may rest during the designated rest period of arrangements can be made with the camp Director for supervision of their group.
  3. Campers don't have to sleep, but they must rest and be quiet.

### IV. OTHER RULES

- A. Registration is a very busy time. Unless you've been asked to register campers or organize games, adult volunteers will greet campers and their parents, and help them move into their cabins.
- B. Campers may not use the pay phones any time they wish. The phones are for emergencies only. Check with the directors before letting a camper use the phone.
- C. The bell rings to signal a new activity. Campers aren't to ring bells unless a director gives permission.
- D. Name tags should be worn at all times. A person will be sent back to the cabin to get a nametag if they come to the dining hall without one.
- E. Encourage all campers to do memory work for Bible Bowl.
- F. Neither campers nor adult volunteers may leave the campgrounds without permission from one of the directors. Campers may not leave the central campgrounds any time unless accompanied by an adult volunteer.
- G. No portable audio/video devices, including cell phones!
- H. Hint on getting a head start on Camp Capers: Have the kids leave the cabin clean and neat before allowed to go to breakfast.

- V. **Above all, "Love God.....and Love Your Neighbor."**

## **THINGS TO CONSIDER IN PLANNING ACTIVITIES**

1. Does this activity contribute to the health of my campers?  
Is it fairly safe from physical danger?
2. Could this activity be done just as well or better in the campers' neighborhoods?
3. Do campers enjoy doing this activity?  
Is it fun for them?  
Would they want to do it if no points or awards were involved?
4. Does the activity increase the campers' understanding and appreciation of the out-of-doors?
5. Can my campers see the relevancy of God's Word to their attitudes and actions during this activity?
6. Does the activity help campers to be creative and resourceful?  
Does it help them think more independently?
7. Does this activity have carry-over value after camp?
8. Does this activity help my campers get along with others and develop a cooperative spirit?

# ADULT VOLUNTEER CHECK-UP

*(Rating Sheet for Pre, Mid, and Post Season Check-Up)*



## Spiritually

- \* Is their relationship to God a fresh and vital one?
- \* Is their Christian joy contagious?
- \* Are they continually recognizing God's sovereignty in their lives and in the lives of their campers?
- \* Do they put personal concerns in the background in order to minister to campers?

## Physically

- \* Are they in good health, rested, and possessing a hearty appetite?
- \* Do they present a neat and clean appearance in camp - hair combed, clothes neat?
- \* Can they take the more rugged parts of camp life - extensive hiking, sleeping outdoors, etc.? And enjoy them? Do they know their physical limitations?

## Emotionally

- \* Do they demonstrate appropriate emotional and relationship boundaries?
- \* Are they free from pronounced swings in mood from depression to elation?
- \* Can they avoid taking hurts or slights personally?
- \* Can they remain calm and objective in a crisis?
- \* Are they secure enough to allow campers to participate in planning and conducting camp events?
- \* Are they impartial toward all campers, regardless of whether or not they are attracted to them personally?
- \* Are they willing to accept responsibility? To do more than their share?
- \* Do they demonstrate a desirable sense of humor?

## Socially

- \* Do they adjust to new groups of people fairly easily? Can they get along with people quite different from themselves in temperament and reactions?
- \* Are they reasonably sensitive to atmosphere and to the feelings of others?
- \* Can they work effectively under someone else?
- \* Are they poised in meeting other adults?
- \* Do they genuinely enjoy campers?

## Mentally (habits/attitude)

- \* Are they flexible in their thinking? Can they adjust to sudden changes in schedule?
- \* Are they interested in camping and the outdoors? Can they stimulate camper interest?
- \* Can they keep campers interested and occupied happily for long periods of time?
- \* Are they prompt?
- \* Do they take careful care of equipment?
- \* Do they finish what they start?
- \* Do they have initiative?
- \* Do they constantly seek to improve their performance?
- \* Are they loyal to those in authority?

# APPENDIX B

## Facilities



## GENERAL INFORMATION REGARDING CAMP FACILITIES

- A. Groups using either camp are required to keep the grounds and buildings clean while occupying them and to leave them clean and inspected by the Camp Staff and Camp Directors before groups depart camp.
- B. Picnic benches around the campsite may be moved if needed to a new location but must be returned to their original locations when the activity is completed.
- C. Campers or Adult volunteers will not use the Camp's kitchen equipment.
- D. Cookouts will only be permitted when the Executive Director has been notified and approved at least 2 weeks in advance. The Executive Director must approve site for fires; and if fire hazards are too great due to dry weather and/or high winds, all fire requests may be rejected.
- E. No table setters are required at Butman as meals are served cafeteria style.
- F. The swimming pool will be open at times determined by the Executive Director in consultation with the Camp Director. The lifeguards will be in charge at the pool.
- G. There are hazards at both campsites. At Ceta Canyon, campers are to stay off the crumbly creek bank and cliff sides. Swimming is not permitted at the falls, creek or fishing pond. Both campsites have seen rattlesnakes.
- H. Each camp meeting at Butman or Ceta must provide their own Health Care Provider.

***Note: Each Campsite shall have a qualified Health Care Professional onsite  
(Paid staff or Volunteer) as required by the State of Texas Licensing Requirements.***

For Facility Information about Butman or Ceta Canyon: Please see the individual camp manual.

# APPENDIX C

## Forms

## Manual Purchase Requisitions - Quick Reference

1. From the Conference website (<http://www.nwtxconf.org/ministry-forms.html>) print a copy of the Purchase Requisition form. If you do not have access to a computer, please contact the Conference Service Center and a form will be sent to you or we will help you fill out the form over the phone.
2. Select the type of document you are submitting, i.e. **Purchase Order** or **Check Request**. A Purchase Requisition is to be used for purchases where the vendor, upon approval of the purchase requisition, will be submitting an invoice when the goods or services are provided. A Check Request should be used where a separate invoice will not be submitted and where a payment is to be made directly from the Check Request. **Expense reimbursements should be submitted as a Check Request.**
3. Type or print the **Date Issued** (usually the current date).
4. Type or print the **Date Requested** (the date the purchase is to be made).
5. Type or print the **Individual Requesting the Purchase Requisition** (the person acting on behalf of the Conference). Also fill out the address, phone number and e-mail address of the requisitioner.
6. The Purchase Requisition should be signed by the person requesting the purchase requisition.
7. Print or type the **Vendor Name**. The vendor is the person or firm from which you are ordering the goods or services. Also complete the fields for address, phone number and fax number. See also policy regarding Approved **Vendors**.
8. Qty — Type the quantity of each item being purchased.
9. Enter the Description (e.g. Printer, Microphone, Supplies, etc.). If you are purchasing more than one item from the vendor, you must complete a line for each item.
10. **Unit Price** — Type the unit price for each item and the computer will do the math.
11. Type or print the **Total** (e.g. 150.55) for each item (quantity X unit price).
12. **Total** the Purchase Requisition and type or print that amount on the **Total** line at the end of the description grid.
13. Attach documentation and support for the Purchase Requisition or Check Request and submit the form to the address noted at the bottom of the form.

# PURCHASE REQUISITION FORM

Northwest Texas Annual Conference of The United Methodist Church  
 1401 Ave. M  
 Lubbock, TX 79401-3939

Date Issued \_\_\_\_\_

Purchase Requisition

Date Requested \_\_\_\_\_

Check Request

**Please Type or Print the Following Information:**

Name of Individual Requesting the Purchase Requisition \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Phone number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Signature of Person Requesting the Purchase Requisition \_\_\_\_\_

Vendor or Individual Providing the Service \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Phone number ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

Quantity	Units (Each)	Description of Item or Service	Unit Price	Total
<b>Total</b>				

Attach documentation and support for the Purchase Requisition or Check Request and submit the form to the address noted at the bottom of the form

The Northwest Texas Annual Conference is a 501(c)(3) entity and is exempt from state sales tax. Returned the completed form by mail to:

**Dave Andersen, Conference Treasurer**  
**1401 Ave. M**  
**Lubbock, TX 79401-3939**

You can FAX the form to Dave's attention at (806)762-0205 or to his email: andersen@nwtxconf.org. If you have questions you can contact him at 806-762-0201 ext. 12

**For Office Use Only:**  
 Authorized by: \_\_\_\_\_  
 Date of Authorization: \_\_\_\_\_

# **PROGRAM OUTLINE REPORT**

**Due by November 1st**

**Name of Camp** \_\_\_\_\_ **Director** \_\_\_\_\_

**Camp Site** \_\_\_\_\_ **Date of Camp** \_\_\_\_\_

**Theme:** \_\_\_\_\_

**Goals:** Q.1) What you hope to accomplish; Q. 2) Purpose of Camp; Q. 3) Elements of Camp (knowing, trusting, sharing, growing)  
Please explain how each element fits the purpose of camp; Q. 4) What movement do you hope to direct?"

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**Biblical Foundations:** \_\_\_\_\_

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**Curriculum:** (If utilizing curriculum previously approved by the Camping Task Force, please specify. If developing new curriculum, please submit specific and detailed content. If no specific curriculum is to be used, please provide outlined directives and/or kinds of learning experiences.)

## **Leadership Team:**

Worship or Keynote \_\_\_\_\_

Music \_\_\_\_\_

Bible Study \_\_\_\_\_

Other \_\_\_\_\_

**Camp Sales:** If anything will be sold at camp, please specify items and person or group. Note that you must contact the Executive Director by the first of April if you are selling any items: \_\_\_\_\_

---

**Schedule:** (Please include copy)

Please send to the Conference Service Center copies of programs, worship, discussion guides, and handbooks. This information will be available and helpful for directors in the future.

# REGISTRATION INFORMATION SHEET

**Name of Camp** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street or Box Number City/State Zip

Office/Church Phone ( ) \_\_\_\_\_ ext. \_\_\_\_\_ Home phone ( ) \_\_\_\_\_

Email Address \_\_\_\_\_ Fax ( ) \_\_\_\_\_

I would be interested in receiving the registration printout via e-mail \_\_\_\_\_ Yes \_\_\_\_\_ No  
Or standard mail \_\_\_\_\_ Yes \_\_\_\_\_ No

Are there any campers that you would not like to have return to your camp? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, name of camper and reason why \_\_\_\_\_  
\_\_\_\_\_

Who will be in charge of camper registration at camp? \_\_\_\_\_

Who will be in charge of volunteer registration for camp? \_\_\_\_\_

Please list main email address for volunteer registrar to receive daily list updates:  
\_\_\_\_\_

Who will be responsible for turning in the End-of-Camp Reports and Evaluations to the Executive Director? \_\_\_\_\_  
\_\_\_\_\_

Who is your Safe Sanctuaries Coordinator? This person will be responsible for training all volunteers and completing all **SAFE SANCTUARIES POLICY VERIFICATION** to the Conference Camping Ministry Staff Person and each Campsite Registrar.  
\_\_\_\_\_

**NOTE: THE "END-OF-CAMP" PACKET FROM THE CONFERENCE OFFICE WILL BE AT THE CAMPSITE & EMAILED TO THE EMAILS PROVIDED ABOVE ONE-WEEK PRIOR TO YOUR CAMP. ALSO, FOR NAMES OF THE CAMPERS CHECK WITH THE CAMPSITE.**

**RETURN TO THE APPROPRIATE CAMPSITE**

## SAFE SANCTUARIES AND POLICY VERIFICATION

Please remember that as Director of a Northwest Texas Conference Camp, you are **required** to conduct a Safe Sanctuary Training for all volunteers and all campers. All volunteers must be trained and follow of The Northwest Texas Conference Safe Sanctuary Policy, The Camping Task Force Safe Sanctuary Policy and Ceta Canyon and Butman Safe Sanctuary Policies. Prior to working a Camping Task Force Camp all volunteers and paid staff, must Register online, pay at least \$90 of the Registration fee, agree to a Criminal Background Check, take the State mandated Sexual Abuse Training and Testing, and provide three references. When this has been done, please have each member of your staff read the statement listed below and sign this form. Thanks for your help.

Please list all adults in your camp, including Director, Staff Persons, Speakers and/or Musicians, and all Adult volunteers. Be sure to include their **name and address**. Return this completed form with your End-of-Camp Reports.

**This will be crosschecked with the Adult Volunteer Applications received and checked.**

**Camp Name** \_\_\_\_\_

*This is to verify that I have received training and are completely aware of the Northwest Texas Camping Task Force Policies, Safe Sanctuaries Policies and Procedures for Screening Adult volunteers and Paid Staff and for Reporting Disclosures of Abuse:*

**Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

**Name:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_



## EARLY RELEASE FORM

**The following form is to be completed by the camp director in the event of early release of a camper and returned to the Executive Director with the End-of-Camp Reports.**

Camp Name and Dates \_\_\_\_\_ Date camper is leaving camp \_\_\_\_\_

Camper's Name \_\_\_\_\_

Reason for early departure from camp \_\_\_\_\_

Person(s) to whom camper is being released:

<i>Name</i>	<i>Address (street, city/state, zip code)</i>	<i>Relationship to camper</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am authorized to pick up the above-named camper for the reason stated above. I understand that early release from camp does NOT constitute entitlement to a refund of all or part of the camp registration fee.

I will \_\_\_\_\_ (**initial**) /will not \_\_\_\_\_ (**initial**) return the camper to camp.

If returning, I will return the camper at \_\_\_\_\_ (time) on \_\_\_\_\_ (day).

Signed \_\_\_\_\_

I released the above-named camper to the person(s) listed above.

Signed \_\_\_\_\_  
Camp Director or designee

## EARLY RELEASE FORM

**The following form is to be completed by the camp director in the event of early release of a camper and returned to the Executive Director with the End-of-Camp Reports.**

Camp Name and Dates \_\_\_\_\_ Date camper is leaving camp \_\_\_\_\_

Camper's Name \_\_\_\_\_

Reason for early departure from camp \_\_\_\_\_

Person(s) to whom camper is being released:

<i>Name</i>	<i>Address (street, city/state, zip code)</i>	<i>Relationship to camper</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am authorized to pick up the above-named camper for the reason stated above. I understand that early release from camp does NOT constitute entitlement to a refund of all or part of the camp registration fee.

I will \_\_\_\_\_ (**initial**) /will not \_\_\_\_\_ (**initial**) return the camper to camp.

If returning, I will return the camper at \_\_\_\_\_ (time) on \_\_\_\_\_ (day).

Signed \_\_\_\_\_

I released the above-named camper to the person(s) listed above.

Signed \_\_\_\_\_  
Camp Director or designee

**REPORT FORM FOR SUSPECTED INSTANCES OF  
SEXUAL/PHYSICAL ABUSE**

1. Volunteer staff observing/receiving disclosure of sexual abuse:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

Brief notes: \_\_\_\_\_

\_\_\_\_\_

2. Victim's name: \_\_\_\_\_

Victim's age/date of birth: \_\_\_\_\_

Victim's address & phone number: \_\_\_\_\_

3. Date and time of initial conversation with victim: \_\_\_\_\_

Place of initial conversation with victim: \_\_\_\_\_

Victim's statements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Name of accused (paid staff, volunteer, other) of sexual/physical abuse:

\_\_\_\_\_

Address & phone number of accused (if known)

\_\_\_\_\_

If accused is staff or volunteer, date/time/place of initial conversation:

\_\_\_\_\_

Notes of conversation: \_\_\_\_\_

\_\_\_\_\_

Suspension date/time: \_\_\_\_\_

Notes of suspension: \_\_\_\_\_

\_\_\_\_\_

5. Call Texas Department of Protective and Regulatory Services (TDPRS) at 1-800-252-5400:

Spoke to: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

6. Call Conference Director of Discipleship:

Spoke to: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

7. Call Parent(s)/Guardian(s), as per phone conversation with TDPRS:

Spoke to: \_\_\_\_\_

Relationship: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

8. Call Pastor, to provide pastoral care, as per phone conversation with TDPRS:

Spoke To: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

9. Other Contacts:

Name/Date/Notes: \_\_\_\_\_  
\_\_\_\_\_

Name/Date/Notes: \_\_\_\_\_  
\_\_\_\_\_

Name/Date/Notes: \_\_\_\_\_  
\_\_\_\_\_

## Summer Camp 2016

Please answer as honestly as you can. Remember that it only helps us if you are honest.

Camper/Adult Volunteer Evaluation Form (Circle the one that applies to you)

Age: \_\_\_\_\_ (n.a. for adults) Sex: M or F (Circle one)

One a Scale of 1-5, 1 being you did not like it and 5 you did like it, answer the following questions

Rooms:	1	2	3	4	5
Food:	1	2	3	4	5
Small Groups:	1	2	3	4	5
Seminars:	1	2	3	4	5
Worship:	1	2	3	4	5

Circle the answer that best fits:

The Band:	Great	Good	Bad
The Messages:	Great	Good	Bad
Small Group Time:	Great	Good	Bad
Free Time:	Enough	Too Much	Not enough

Please make any suggestions that you feel would make this camp better, so we can make adjustments in planning next year.

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## Summer Camp 2016

Please answer as honestly as you can. Remember that it only helps us if you are honest.

Camper/Adult Volunteer Evaluation Form (Circle the one that applies to you)

Age: \_\_\_\_\_ (n.a. for adults) Sex: M or F (Circle one)

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Circle the answer that best fits:

The Band:	Great	Good	Bad
The Messages:	Great	Good	Bad
Small Group Time:	Great	Good	Bad
Free Time:	Enough	Too Much	Not enough

Please make any suggestions that you feel would make this camp better, so we can make adjustments in planning next year.

**DIRECTOR'S END-OF-CAMP REPORT**

Camp Name \_\_\_\_\_ Location \_\_\_\_\_

Director \_\_\_\_\_ Date of Camp \_\_\_\_\_

1. Number of pre-registered campers \_\_\_\_\_

2. Number of pre-registered campers that did not attend \_\_\_\_\_

List names of pre-registered campers that did not attend (please refer to conference center check in list):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please use back to list more campers if needed

3. Number of campers pre-registered in attendance. (Subtract 2 from 1) \_\_\_\_\_

4. Other Statistics:  
Number of on-site registrations received: \_\_\_\_\_  
Number of staff (include yourself and adult volunteers): \_\_\_\_\_  
Other Participants (Anyone not included elsewhere): \_\_\_\_\_

5. **Total number of participants** (Add line 3 & 4): \_\_\_\_\_

6. Money collected as of \_\_\_\_\_  
On-site and pre-registrations at camp \$ \_\_\_\_\_  
Love offering \$ \_\_\_\_\_  
Meals \$ \_\_\_\_\_  
Camp Director/Adult volunteer fees \$ \_\_\_\_\_  
Other (indicate) \_\_\_\_\_ \$ \_\_\_\_\_

**GRAND TOTAL BEING SUBMITTED TO THE EXECUTIVE DIRECTOR:** \$ \_\_\_\_\_

Love offering to be mailed to:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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**List any injuries or incidents that occurred at your camp (use back if necessary):**

Name \_\_\_\_\_ Injury/Incident \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
List additional injuries or incidents on the back.

- How many first time commitments to Christ did you have at this camp? \_\_\_\_\_
- How many re-commitments to Christ did you have at this camp? \_\_\_\_\_
- How many decisions were made to answer a call to ministry or full-time Christian Service? \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FRIDAY CHECKOUT**

Bring this Form, all On-Site Registration Forms, Updated Adult volunteer Form, and money collected to the appropriate camp staff.

# CAMP DIRECTOR'S EVALUATION

(To be completed after camp and returned to Camp Registrar)

Name of Camp \_\_\_\_\_ Director \_\_\_\_\_

Campsite \_\_\_\_\_ Date of Camp \_\_\_\_\_

- 1) List the most positive aspects of your camp:
  
  
  
  
  
- 2) List the suggestions you have for your camp, also list the opportunities you see for the future of your camp.
  
  
  
  
  
- 3) Did you use the Director's Manual, if so evaluate its usefulness toward your camping experience?

Suggestions and comments:

- 4) Comments (list any positive or the opportunities you see for improvement of each of the following):
  - a) Facilities (including recreational, eating, sleeping, bath, study, etc.)
  
  
  
  
  
  - b) Equipment (recreational, crafts, etc.)
  
  
  
  
  
  - c) Permanent and Summer Personnel
  
  
  
  
  
  - d. List positive or opportunities to improve the curriculum:
  
  
  
  
  
- 5) Evaluate your own effectiveness:  
Where do you see your strengths?

Where do you struggle?

What are the opportunities to turn struggles into strengths?

As a Director Team, what are your strengths?

As a Director Team, what are the struggles you face?

What are the opportunities to turn the struggles into strengths?

Comments:

6) If invited next year, would you consider serving as the director of this specific camp? \_\_\_\_ Yes \_\_\_\_ No

Another camp? \_\_\_\_ Yes \_\_\_\_ No

Please specify:

7) What other types of help would you like to receive from the Camping Task Force and/or the Conference Center Staff?

a. Our number one goal is to make sure children and youth leave camp with a better understanding of who Christ is! You were given Commitment Cards for campers to fill out so that you can contact the camper's pastor and make sure they are being followed up on. A letter, along with a copy of your Commitment Cards, need to be sent to Bishop Bledsoe at the end of your camp, also.

- How many first time commitments to Christ did you have at this camp?
- How many re-commitments to Christ did you have at this camp?
- How many decisions were made to answer a call to ministry or full-time Christian Service?

b. Any additional Comments:

*Thank you for your Service to Christ and to our Camping Ministry!*