

NUTS
&
BOLTS

Time-Table Check List for Camp Deans

JANUARY & FEBRUARY

- Start to recruit the staff for the camp. See the "Leadership Recruitment & Development" section for ideas.
- (District Camps)** Ask your D.S. to write a letter to pastors encouraging their support by being on staff, signing up youth in their congregation, offering rides, etc. Consider establishing a prayer vigil in your District during the week of camp ---- a great way to involve every church!
- Make sure each volunteer begins the background screening process early.

MARCH & APRIL

- Be sure your team is aware of the Curriculum training so as many as possible can attend. You will be able to pick up your curriculum at the Curriculum Presentations.
Remember, training is required of all camp leaders!
(Be sure to document all that attend--a memo of attendance must be submitted by you to the Conference office to complete your staff's file.)

At Your Camp Staff Training

- Clarify your expectations of the camp experience and each individual on your team. Divide all necessary tasks before and during the camp. Share impressions about the curriculum, including enthusiasm and reservations, as a total group. Ask everyone present to thoroughly familiarize themselves with the curriculum. This could include asking those present to accept responsibility for presenting certain sections of the curriculum and policies to the camp team pre-camp meeting.
- Invite the Camp Director/Manager so your staff can become acquainted with camp personnel and policies.

Following the Training

- (District Camps)** Prepare registration forms for distribution in your District, if this is not already done. Use the **Conference youth address** printout to send a form to each youth in your District and send several additional forms to each church. Mailing labels and/or printouts are available from the Conference for a small cost. Call 800/231-4166 ext. 2199 to order labels.
- Recruit additional team members needed.
- Spend time sharing what went on at the training and any decisions already made about the camp. Emphasize their attendance at the pre-camp meeting and ask new recruits to accept responsibility for some aspect of preparation. Remind others of the pre-camp team meeting.

TWO MONTHS BEFORE

- (District Camp)** By mail, remind each pastor in your district of the dates of the camp and include additional registration forms.
- Hold the pre-camp team meeting with all team members. See the "Leadership Recruitment & Development" section for suggested format.
- Discuss with the Camp Director/Manager any special needs of your camp.
- Arrange for team members and previous campers to go to churches to tell about camp and the difference that it makes in lives. 10-15 minute presentations to Sunday school classes or UMYFs work well. Use slides, pictures, etc., if you have some.
- Check on the status of your staff background checks.

ONE WEEK BEFORE

- Notify Camp Director/Manager of a close estimate of camp numbers.
- Secure all needed materials.
- Remind team members of their assignments and camp arrival time.
- Make cabin assignments.
- Make sure all staff have a completed and approved background check on file.**

ONE DAY BEFORE

- The Deans and Camp Director/Manager will tour and inspect the campsite and facilities. Gather the team to reinforce the "team building" and prepare activities. Include the Camp Director/Manager in as many pre-camp activities as possible by phone or e-mail.

EVENT/DEAN MANUAL

DURING CAMP

- Be available to the team, the youth, and the Camp Director/Manager for consultation. Observe and influence the spirit, cohesiveness, and flow of the camp. Be a part of and in touch with the sense of community among the campers. Be the individual who enables the team, provides administration, and accepts responsibility. In case of illness or accident, refer to the instructions about insurance from the Camp Office or the Camp Director/Manager. The Camp Director/Manager is the person in charge in every "incident/accident involving property".
- Conduct Staff Spirit checks each day. (This is extremely important. Do not ignore this vital part of camp.)
- Be sure to have both campers and staff complete evaluation forms on the last day. See the "Evaluation" section in this book.

FOLLOWING CAMP

- The Deans and Camp Director/Manager will tour and inspect campsite and facilities before the campers depart.
- Be certain the Camp Office receives the Camp fee and the names, addresses and e-mails on disc for participants and leaders. Mail sealed original camp evaluations and registration forms to the Conference office.
- Voucher or pay all outstanding bills against the camp.
- Write expressions of appreciation to all members of the team.
- Inform pastors of any commitments made on part of the youth (Such as an interest in Baptism or Christian Ministry).
- Begin recruiting for next year!
- Give God thanks for what has happened in the lives of the youth you have been serving.
- If there are High School Seniors at your camp who are going on to college, send their name, address, e-mail address and phone number to the Campus Ministries Office.

Financial Information

Vouchers

Mail all expense vouchers* for any Conference Event /Camp (**not District**) to the Director of Camps and Retreat Ministries for processing. **Do not mail these to the treasurer's office** as this only delays the process.



*All vouchers for reimbursement **MUST** be submitted within 60 days of the camp/event. These **MUST** accompany the returned camp packet before reimbursement can be processed. **NO** reimbursement will be paid after 60 days of the event/camp according to IRS guidelines.

The Dean/event coordinator or Design Team Chair is responsible for signing and turning in voucher requests. *See the voucher example below and in the Appendix.* You may reproduce the example or request a voucher pad for your committee.

Expense Voucher

The Oklahoma Annual Conference of the United Methodist Church

Date: _____ Computer Code No. _____

Board, Commission, or Committee issuing vouchers

Please pay to:

NAME _____

ADDRESS _____ (Street
or Box NO.) City State Code

For Travel _____ miles @ ___per mile \$ _____ Tolls \$ _____

Lodging* \$ _____ Meals \$ _____

Supplies* \$ _____ TOTAL \$ _____

Other Expenses* \$ _____ *Please attach original invoice

Purpose of Travel and Expense _____

Requested by _____

Approved by _____

Financial Information

***All reimbursements require original receipts. Turn in all of your receipts within 60 days following your camp/event.**

If you would like to have a check cut and have it mailed out or picked up that same day, you will need to call it in to the Director of Camps and Retreat Ministries by 10:30 a.m.; checks are printed in the afternoon. Please do not call in and expect a check to be cut right away.

Honorariums

A check request for an Honorarium will need to have the person's social security number. (for audit reasons)

Financial Statements

When needing a financial statement for a meeting, please contact the Director of Camps and Retreat Ministries.

Conference Office-Incurred Expenses

When the Conference office provides a service for your committee, you are charged the cost. This includes, but is not restricted to: bulk mailings, labels, copies, beverage setup.

Mileage and Meals Reimbursement

The IRS rate for volunteer miles is 14 cents per mile. Meals will be reimbursed at the following rates:

Breakfast	\$4.00
Lunch	\$5.00
Dinner	\$6.00

INSURANCE INFORMATION

On-Site Camp Events

The OKUM Camps offers an insurance policy to all individuals that come on camp property. This insurance is primary coverage and the individual's personal insurance is secondary. All accidents must be reported to the Director/Manager immediately. No claims will be paid on accidents that have not been reported to the Director/Manager. All accidents must have an accident claim form filled in completely with the Director/Managers signature for a claim to be processed.

Off-Site Events

Our existing Camp Insurance policy has the capability to cover off-site events for conference, district and local church events. To obtain coverage, call the Camp and Retreat Ministries office. You must enroll your group for coverage allowing enough time for evaluation by the insurance company. You will need to provide:

- Names of all participants
- Description of activity
- Where the activity is held
- The start and end date of the activity
- The name of the United Methodist Church or Conference/District Agency that is sponsoring the event
- The person in charge

Activities that should be covered under this policy include snow skiing, backpacking, water skiing, float trips, work trips, picnics, etc....

If your activity can be covered, you will be mailed a Certificate of Coverage and an accident claim form with guidelines and amounts of the coverage you have. This special policy is a one-time coverage only for the dates of the event.

Brochures

Brochures for Conference-wide events/camp must be approved by
The Director of Camps and Retreat Ministries before mailing.

We can help in creating your brochure!

Call the Conference Office to make an appointment.

If you decide to create your own, be sure and keep in mind the following:

- 1.) Brochures need to look professional. Ink should be visible and look as neat as possible.
- 2.) Important items that must be included on the registration part of your brochure are:
 - Camper's name
 - Social security number
 - Home address
 - City, State, Zip code
 - Home phone number
 - Parents' names
 - Parents' work/day phone numbers
 - Covenant of Conduct *
 - Medical Release form*

Include immunization information Tetanus, Tetanus Booster and dates given.

 - Birth Date and Grade
 - Equal Opportunity Inclusion Statement*
 - Permission to photograph*
 - Permission to Search Personal Property*

***See examples of these items in the Appendix of this book.**
- 3.) All promotional material that is mailed with the Conference mailing permit must have the following address imprinted somewhere on the item:

**Oklahoma Conference of the United Methodist Church
1501 NW 24th Street
Oklahoma City, OK 73106-3635**
- 4.) Include what time the event/camp will begin and end.
- 5.) **General Information:**
 - If you are providing T-shirts, be sure to include choices of sizes, + an extra charge for larger sizes.
 - Mail your brochure along with a full schedule for the event to the Director of Camps and Retreat Ministries so that we can answer inquires regarding your event.
 - Including a map to the campsite/location is always helpful.
 - Provide a shirt for the campsite staff

Mailing Your Brochures

The Youth Ministries Department sends out a “*Youth NOW*” publication about four times a year. Information about your event may be included by contacting 405-530-2199.

Information can also be put into the conference newsletter “*Contact*” which is published twice a month. Please note that submitting an article for “*Contact*” does not mean it will be published due to limitations of space. But with enough lead time, an article should be able to make it into the newsletter.

Individual BULK Mailings

Bulk mailings must have the pieces being mailed in **Zip Code order**. Do not personalize any piece in the mailing – all pieces in a bulk mailing must be the exactly the same. (Content, paper stock, individual weight, etc.)

- Each mail piece must have the name address & telephone number of the non-profit organization doing the mailing printed on it somewhere. Only the church/organization that purchased the bulk rate permit number may use it. *If the conference office is doing your mailing, and we are using our permit #, then the address would be Oklahoma Conference of the United Methodist Church, 1501 NW 24th Street, Oklahoma City, OK 73106-3635.*
- Non-Profit mail pieces may NOT ask for money (registration fees) to be sent to ANY OTHER ADDRESS than the one the permit is issued to. *If the Conference Office does the mailing, then the registration must come back to the Conference office address.*
- No mention of INSURANCE, HOTELS/MOTELS, etc. is allowed by name. You can not quote their prices for accommodations, since they are not classified as non-profit. It is all right to list the name and address of a hotel/motel if it is the location of an event, but you may not promote the business in any fashion.

MAILING LABELS for Conference or District Use

Labels can be requested from the Director of Camps and Retreat Ministries. To keep this information current, each local church must regularly update their Brickriver Database.

POSTAGE COSTS- Conference Mailings

All bulk mailings must be scheduled through the Director of Camps and Retreat Ministries at least 2 weeks before hand. Please keep in mind, the Conference Office may not be able to accommodate your mailing on the specific date you request depending on other mailings already scheduled. Be prepared to be flexible, but scheduling your mailing as soon as possible will better ensure reserving a date that suits your needs.

If you choose not to use the Conference Office Mailroom for your mailing:

Be sure all US postal bulk mailing requirements are met.

Just to be safe: check with the personnel at the local post office where the mailing is being done for any special rules that may apply, or call the Conference mailroom (ext. 2034) for help. Remember your Conference Staff person must check any promotion before copying or mailing!



PRINTING

IN-HOUSE Printing

We are able to print your brochures, flyers, meeting materials etc. here in the Conference Office. Schedule your printing needs with the Director of Camps and Retreat Ministries.

Suggestions for Promotion and Publicity

- Ω Ask your District Superintendent or Conference Office about each congregation's camp contact representative, or how to secure one. Help church leaders learn and experience camp.
- Ω Maintain year-to-year contact with leaders. Good leaders are good promoters. Many campers return to camp because they find significant relationships there, not just pretty scenery and outdoor recreation.
- Ω Maintain year-to-year contact with campers. Use each year's camp brochure or a picture postcard to keep "coming to camp" in the minds of campers and their parents. Do this in the early spring when people are looking ahead to vacation dates, etc. Make attending camp a helpful part of family planning, not a victim.
- Ω Keep records of how many campers come to camp from each congregation. Use this information in a positive way in promotion work. Reach out to congregations as well as people in general.
- Ω Formulate and publish an attractive brochure and poster for each camping season.
- Ω Keep ministers informed, and assist with ways to get campers and leaders there.
- Ω Always include parents and guardians in promotional mailings. Include the program topic or theme of the week on the promotional brochure.
- Ω Use Conference news media for special interest articles about camp. Send this information to the Oklahoma Conference Department of Communications.
- Ω Prepare a presentation that is exciting and informative for District and Conference meetings.
- Ω Put together an audio-visual presentation to be used in local churches, District meetings, etc. which capture high-energy response to camp and camping experiences. Use trained persons to create the presentations, persons who can communicate effectively about what camp is and can be for participants. Use persons from all levels of the camp's operation - directors, leadership staff, administrators, task force people, campers, etc. **Remember that people respond to people! Don't depend on activities or facilities to get people to camp.**
- Ω Sponsor a District Rally promoting camp with slides from last year using past participants or some of the campsite staff as speakers. Other ways of promoting the camp: provide a "sample camp experience" and brochures.
- Ω Encourage local churches to have a "Camp Sunday" using the Sunday School hour to host parents and teens for slides, speakers, presentation of some past curriculum, brochures and opportunities for sign-up, etc. You may even want to set up a tent, attach brochure to it and have parents and teens come in to register for camp.

Designing Your Brochure

Here are some "must includes" to make your Camp/Event Brochure work for you:

Attractiveness: Look at the design from a youth's point of view. What are the "hot" colors, etc.? Type style? Does it look "fun"?

Clear, concise information: The five W's - who, what, when, where, why and how of journalism apply here.

Who? Make sure you identify clearly who are the children/youth that can come (i.e., "incoming 7th graders" is better than just "7th graders"). Make sure you have a policy on 6th graders in Middle School & "Just Graduated Seniors." Who is a Jr. High & who is a Sr. High student? Also: who is in charge of the camp/event? The names & numbers of Deans & Registrar are important to include.

What? Come up with a one-sentence description of your camp/event. Use ideas from the theme. Also what should the camper/participant bring to the camp?

When? Clear information about days, dates, and starting & ending times is critical. Can they come for just part of camp/event? If the camp/event ends mid-day will they eat lunch before they leave?

Where? Not everyone knows how to get to the campground/event location. Instructions with a map are essential.

Why? Put yourself in the shoes of the participant: what would appeal to you as reasons for attending camp?

How? How much? Exactly how much will it cost, and how & when is it to be paid? **How to register?** Who is the Registrar? How does a camper sign up for camp?

Registration and Covenant of Conduct/Medical Release Forms

ALL camp/event registration forms MUST include the following items:

COVENANT OF CONDUCT:

- What is expected of participants (as well as staff & event leaders)?
- What should they agree to **before** committing to the camp?
- What should they bring?
- What should they not bring?

Many events have a covenant that is signed as part of the registration form. Consider such areas as: freedom from use of alcohol, tobacco, and illegal drugs; use of iPods, mp3 players or cell phones; stewardship of campgrounds; respect of other's property; an open attitude & seeking spirit.

Example Covenant of Conduct for Staff & Participants

In all meetings, or other events under the sponsorship and/or guidance of my church, I am a representative of that Christian community and I am responsible for my actions. I understand the following guidelines will be followed:

1. I understand the use of illegal drugs, possession of alcoholic beverages, all tobacco products and weapons are prohibited on the campgrounds and other event locations. Violations may cause me to be sent home.
2. All conduct shall be in keeping with the highest Christian regard and respect for all persons.
3. All dress shall be in good taste and appropriate for a Christian witness. ***(You may want to define what appropriate dress is)***
4. The area used for the meeting, retreat or other event shall be left clean & without graffiti. Acknowledge all campground rules & regulations.
5. I will comply with the Oklahoma Conference Social Networking and Blogging Policy.

I, _____ have read and understand the Covenant of Conduct above. To the best of my ability, I agree to abide by it.

Registration Form should include:

- Camper/participant's name
- Home address & phone (day & night)
- Gender
- Birth date
- Age
- Grade in fall
- Social security number
- Home church
- Name & phone of parent or guardian
- Special needs
- Diet or other info.
- Important medical info. & Medications.
- Photo release
- Person or persons responsible for picking the youth up from camp.

Medical Release Form:

**Example
Medical & Liability Release Form**

I agree to hold the Oklahoma Conference Camping Program leadership team and the leaders free from liability for injuries, damages or losses unless caused by willful or intentional conduct on the part of the leadership team, leaders, or camp staff. As legal guardian I give permission to the camp staff to seek medical attention if needed for _____

(Camper's name)

Our Health Insurance Co. is _____, Policy # _____.

Campers pre-existing medical conditions & current medication are:

_____.

Allergies: _____

Immunization information: Tetanus _____ date _____

Tetanus Boosters _____ date _____

May we have permission to administer: Tylenol or Benadryl to your child?

YES NO

Emergency phone (other than parent/guardian) _____

Parents' home phone /area code _____

Business phone/area code _____

Signature of Parent/Guardian

Other Items for Brochures

Permission to Release Names and Address in a Directory & Permission to Photograph:

I give permission for my child to be photographed or videotaped, which may be used by The United Methodist Church for camp promotions.

Check one: yes no

Equal Opportunity Statement:

Oklahoma United Methodist Camps are open to all persons regardless of race, color, religion, national origin, disability, age or sex.

ALL participants, youth and adults, must complete a registration form. Leaders/Adults may use the same registration form as the youth.

Permission to Search Personal Property:

"I, as legal, guardian/parent, give permission for _____'s personal property to be searched, if just cause is determined by the event staff. If such search is deemed necessary, the participant's property is to be searched by the participant in the presence of two staff persons, designated by the Event Leader/Site Official."

(Parent or Guardian signature)

Registration Procedures for Events and Camps

- 1.) **All** Conference event/camp participants (adults and youth) need to fill out a registration form, **including design team members and chairpersons**. Leaders/adults may use the same registration form as the youth.
- 2.) One week before the date event/camp starts, send a complete database of all campers' information (youth and adults) to the Conference Camps Office. This information is needed for insurance and other camp office needs. The database needs to include all information that is on the registration form.*
- 3.) **After the Conference/District event/camp all *original* registration forms** must be filed in the Conference Office.
- 4.) After the event/camp has ended, please -
 - a. Submit copies of your individual cabin rosters that list names of adults and youth.
Please identify your adults
 - b. Submit copies of your small group rosters that list names and ages of both youth and adults. *Please identify your adults.**
- 5.) All campers must be pre-registered.
- 6.) **DO NOT** encourage anyone to go to camp without registering and paying a fee. Design teams need to make arrangements with the camp coordinators prior to the event and supplies must be purchased.

* **This is to ensure
Conference Safety Guidelines
have been followed.**

Confirmations for Campers

Please notify your campers their registrations have been received and that they will be coming to camp. Some camps have a limit on the number of campers, and the campers need to know if they made the limit.

Registration Check-In Procedure

Before camp

1. Get two lists from the Conference Office
 - a. Alphabetical by name -- with space between names to note small group and cabin assignments and who will pick up
 - b. Alphabetical by town, then church

2. Make cabin and small group assignments
 - a. Match each camper/participant with one requested buddy for small group and cabin but split up other campers from the same church
 - b. It is recommended for children's events that small group members be assigned to the same cabin with their small group leader
 - c. Prepare a temporary name tag or "post-it" for each participant that includes:
 - 1) Name
 - 2) Cabin assignment
 - 3) Small group assignment -- leaders names
 - d. Provide leaders with lists of participants in their small groups with cabin assignments and indication of where the small group meets
 - e. Have master lists of assignments and meeting places for deans, nurse, directors and Site Director/Manager -- include leaders

3. Materials to have on hand for registration check-in
 - a. Completed registration and health forms for each participant (with nurse)
 - b. Extra blank forms -- registration, health, and prescription medication forms
 - c. Zip-loc bags and permanent markers for medications
 - d. Permanent marker for labeling t-shirts (if purchased or issued at check-in)
 - e. Registration lists from Conference Office
 - f. Temporary name tags or "post-its" for each camper (organize by church for easy check-in)
 - g. For Children's events, IN CABINS have list of participants and small group assignments and supplies for permanent name tags

During registration check-in

Do not let the driver leave until verification is made that all participants are registered and clarification of who will pick up participants.

1. Set up stations to check in participants

Station #1 Check-in

- a. Ask participant for name, town, and church
- b. Locate alphabetical by town and church
- c. Verify information on computer list for accuracy
- d. Identify who will pick up camper at the end of camp and note on list
- e. Check participant off list
- f. Give participant sticker with name, cabin and small group assignment

Station #2 Nurse

- a. Confirm and clarify health information
- b. Collect prescription medication forms as needed
- c. Collect all medications and place in zip-loc bag labeled with participant's name

Station #3 Other things as needed

- a. Purchase/pick-up t-shirt
- b. Sign up for special activities
- c. Etc.

2. Participant goes to cabin

- a. **Meet small group and leaders, unpack, make permanent name tag, and play games until all have arrived**
- b. **Leader reviews cabin rules and takes group on tour of camp/facility area**

After registration check-in

1. Verify that all registered participants arrived and checked-in

- a. If any did not, make phone calls to discover their status
- b. If space is available, contact the Conference Office to notify participants on the waiting list
- c. Update Conference list identifying "no shows," adding new participants, and correcting errors

2. **Keep all registration forms and updated Conference lists together to return to Conference Office at the end of camp**

Registration Procedures

GENERAL INFORMATION

1. Registration deadlines and procedures are set by the Director Camps & Retreat Ministries and are not negotiable.
2. **Event Leaders shall** regularly update appropriate Conference Staff with **names of leaders** for purposes of confirming their status in our Covenant/Application screening process. Deans shall also inform the Registrars as soon as possible of **leaders' children's names** so they can be enrolled before the limits are reached.
3. **Local churches** are urged to collect, sign and return to the Conference Office all registrations **together** with one check to cover all fees.
4. Local churches **cannot reserve** a certain number of spaces for participants in advance.
5. The **Conference Office** will send **refunds** for cancellations. Cancellations received prior to 7 days before camp begins, a refund will be given less a \$25.00 processing fee. If less than 7 days notice is given, no refund will be made unless for health reasons, whereby a full refund is available after a written request is received. Refunds are given in the same form and to the same person that paid the original camp fee. Fees paid may be transferred to another camper.
6. Upon receipt of completed registration **forms and fees**, the **Conference Office** will return within two weeks to the registrant 1) a **letter confirming** the date and location of the camp for which the participant was accepted and 2) a copy of the information letter. Local churches and/or parents are responsible for arranging **transportation** to and from camp according to publicized opening and closing hours.
7. Registrations will be limited to the agreed upon maximum number. Additional registrations will be accepted as approved leadership is confirmed and reported to the Conference Office **by the Event Leader to assure the appropriate ratio**. The Event Leader is obligated to inform the Conference Office of any changes in registration limits due to staff changes or other conditions as soon as possible on an on-going basis.
8. When full leadership is in place and registrations reach **ten below the preset registration limit**, the **Conference Office** will contact the event leader to confirm the limit. When the registration limit is reached, the **Conference Office** will notify the event leader/dean. Any exceptions to the limit must come from the **Event Leader** who will personally notify the Conference Office immediately.
9. If the event requested is **full or closed** when a registration is received, the **Conference Office** will contact the participant's parent or the designated contact person for a local church group, and inform him/her of these **alternatives**: 1) accepting another open event, 2) being placed on a waiting list, or 3) having the registration fee returned in full.

10. For the **first ten** participants on a **waiting list**, registration forms and fees will be held in a safe location (but not deposited) until it is certain the participant will not be enrolled. At that time the form and fee will be returned. For participants **higher than 10th on the waiting list**, the registration form and fee shall be returned immediately.

11. The registration deadline for all events is **4:30 PM Friday two weeks prior to the beginning of the event**. Registrations received after the deadline are subject to the approval of the Event Leader.

AFTER THE DEADLINE

12. By **Tuesday following the deadline**, the **Conference Office** will contact the Event Leader to inform him/her of the number of participants registered and to determine if additional registrations will be accepted and, if so, how many. The Event Leader may opt to: 1) end registrations where they are, 2) to accept registrations up to the registration limit if staffing is adequate, 3) set a new limit, 4) have event Leaders approve each registration as they arrive, or 5) take other action as desired by the Event Leader.

13. By **Friday following the deadline**, the **Conference Office** will provide to the respective Event Leader a list of participants registered for his/her event.