

Camp Zephyr Guidelines and Policies

REGISTRATION PROCEDURES

Read all registration materials thoroughly.

STEP ONE:

Send deposit of \$40.00 per camper/sponsor with Group Registration Form (**Form A**) to reserve spaces. These spaces will only be reserved until May 17, 2010. After that time, unsecured spaces will be forfeited. After this deadline, spaces will only be available on a "first-come, first-serve" basis.

STEP TWO:

To finalize those spaces, which have been reserved for your group, send the following items before May 17, 2010:

- **Form B** Camper List and
- **Form C** Individual Camper Registration forms (one for each camper/sponsor).

After your registration packet is processed, you will receive a confirmation letter by mail or email from Zephyr.

STEP THREE:

To bring with you to camp:

- **Completed Form E** (Payment Worksheet)
- **Final Camp Payment:** We will only accept a church check, money order, cash or combination of these three. No personal checks.
- **Any Additional Registration Forms (Form C)**
- **Ministry Agreement Form (Form D)**
- **Background checks and training for all sponsors:** There are several criminal history background check sites available from insurance companies or other such organizations. If your church uses one of these, feel free to do a background check there as long as the criteria below are covered:
 - ❖ **Sex Offender Registry** – https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx - Each sponsor must have a documented search with "no results found" from this website.
 - ❖ **Criminal History Check** – The church must perform and present a background check for each sponsor attending camp. This can be obtained for a fee from the Texas website listed above. Certain convictions will preclude an adult's eligibility as a sponsor; specifically offenses against the person, against the family or any sort of assault on a child. If you have questions, please contact the camp.
 - ❖ **Abuse Prevention Training** – This curriculum will be provided to you by Zephyr. You will be responsible for scheduling a one-hour training for your sponsors and bringing a current certificate of completion to camp with you. This training is valid for two years.

New guidelines
this year!



SPONSOR GUIDELINES

1. Sponsors must be at least 18 years of age.
2. All Sponsors must carefully follow and encourage the following of all *CAMPER POLICIES* and *SPONSOR GUIDELINES*. While we discourage campers from bringing cell phones, sponsors are permitted. However, the goal of camp is to avoid distraction so please use cell phones only when necessary.
3. All Sponsors must be listed on the *MINISTRY AGREEMENT FORM (FORM D)* which must be signed by their pastor to indicate that each sponsor has been checked against the Texas Sex Offender database, been checked for past criminal history and has completed the one hour child abuse prevention training course that is mandated by the state. (Zephyr will provide you with this training course in a DVD form. If DVD is not returned by first day of camp, a fee of \$15 will be charged.)
4. Sponsors will be expected to take a leadership role with your rec team as they participate in recreation activities. Encourage a cohesive, Christ-like spirit. Some sponsors may be asked to help staff rec games.
5. There will be a scheduled "church group time" each evening after the worship service. This is a time for the youth minister/group leader to talk with your students. This time is ideally used for discussion and teaching. A location for this meeting will be given to the group leader at check-in.
6. Sponsors must attend all scheduled activities and insure the attendance of their group as well.
7. Encourage cooperation between church groups and youth in all areas of camp (especially cabin sharing, clean up, etc.).
8. Approach any violation of policy in positive manner. Report any damage done to camp facilities to the Camp Director.
9. Due to insurance reasons, our Blob is closed to all sponsors at our camps.
10. FINALLY – In all that you say and do, love and encourage all campers and fellow Sponsors with the love of our Lord and Savior, Jesus Christ!

Youth Camp makes no provision for non-camp age children. Non-camp age children are not permitted to attend the camp with and/or stay in cabins with church groups. This policy includes, but is not exclusive to, children of Sponsors.

CAMPERS POLICIES

- GRADE LIMIT – 6th grade through 12th grade, COMPLETED.
- REGISTRATION – Begins at 1:00 pm on the first day of camp, in the dining hall.
- PERSONAL CONDUCT AND COURTESY – Each church Sponsor will be responsible and accountable for the conduct of campers! Lack of cooperation with camp policies may necessitate a camper returning home at church's expense. Zephyr Baptist Encampment rules prohibit the use of alcohol, conduct unbecoming a Christian, which includes: irreverence, disturbance of services, immodest dress, use of tobacco in any form.
- CAMP DRESS POLICY – Youth need to bring casual clothing for four days (shorts and t-shirts are great). If clothing is deemed inappropriate or revealing, you will be required to change. No clothing advertising alcohol, tobacco, or suggestive saying. **No spaghetti straps, camis or strapless tops. Shorts should be a modest length (fingertip length or longer).** We do this to protect as well as to train students in godliness.
- SWIMMING – Swimming will be at scheduled times only. Lifeguards retain full authority to remove any camper permanently from the pool area. Girls and boys must wear t-shirts and shoes while traveling to and from the waterfront or pool. Swimsuits - Girls - modest one piece. If a girl must wear a two piece a colored t-shirt must be worn over it. Boys — no Speedos.
- LEAVING ENCAMPMENT GROUNDS – Insurance prohibits all but emergency departure from the campground. Permission to leave the grounds must be secured by the camper, through the local church Sponsor, or from the Camp Director.
- SCHEDULE – Scheduled activities are not optional. Everyone is expected to attend all scheduled activities unless you have a completed and signed medical excuse from the camp nurse for illness. Cabins will remain empty during all scheduled activities. At the time indicated on the schedule, you should be at the activity location. Campers should not return to their cabins during scheduled activities without a Sponsor. Sponsors are to attend all activities. No one is permitted on the ropes course, swimming pool, pond, or waterfront except during designated times.
- SPONSORS – Churches must provide one Sponsor for every ten campers of the same gender (i.e. 1 man to 10 boys or less; 1 woman to 10 girls or less). Sponsors are to remain on the campgrounds for the entire duration of the camp – afternoons included. All Sponsors are asked to participate with the Rec. Team.
- CAMP HOUSING – Churches will be held financially responsible for damage to any property. All buildings and grounds must be left clean. Do not remove anything from the building. Under no circumstances is shaving cream to be used for any purpose other than shaving.
- RADIO, ETC. – Please leave all cell phones, radio, T.V., mp3, CD players, ear buds, video games, etc. at home. These are distractions we do not need at camp. Sponsor may bring one music player for church group times or rehearsals. An adult Sponsor must be present at all times during its use. No noisemakers before 6:00 a.m. (hair dryers, etc.)
- CURFEW – For your safety, campers need to remain in cabins after curfew.
- INSURANCE - It is strongly recommended that each church sending campers purchase accident insurance for the camps you are participating in and for travel to and from camp. This type of coverage can be purchased from your church insurance company.

CHECK-IN PROCEDURES:

Report to registration area – only one person should enter to register your group.

Turn in remaining forms:

- **Any remaining of FORM C** – Medical Information for “day of” registrants
- **FORM D** – Ministry Agreement for Sponsors
- Sponsor Documentation
- Make final camp payment with **Form E** – Payment Worksheet.
- Make check payable to Zephyr Baptist Encampment.
- Receive housing assignment.
- Receive camp schedules and nametags.
- Take your church group to their cabins. Please have your group bunk in one area in larger cabins – it is likely you will share with another group of campers.
- Have at least one sponsor per church attend the sponsor's meeting. The time and location of this meeting will be posted at check-in.

CHECK-OUT PROCEDURES:

Before Breakfast on Friday morning, you should have your cabin completely cleaned up. If possible, you should have all items loaded in your vehicles.

Zephyr Group Registration Form

(To accompany deposit)

Church Name: _____

Church Address: _____

City: _____ State: _____ Zip: _____

Church Phone: _____ Pastor: _____

Group Leader's Name: _____

Address (If different than church address): _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Phone Number: _____

Email: _____ Position Within Church: _____

Please mark preferred method of contact: ___ Mail ___ E-mail

I would like to request a Child Protection DVD from Zephyr. I understand that in order to avoid a \$15 charge, I must return this DVD on the first day of camp.

Please mark the Youth Camp you wish to attend:

Week 1 - June 28-July 2, 2010: Jason Gerdes and The Justin Cofield Band

Week 2 - July 5-9, 2010: Kevin Kirkland and Ornan's Floor

Summary of Total Participants:

Number of Male Students and Sponsors: _____

Number of Female Students and Sponsors: _____

Total Group Size: _____

***IMPORTANT NOTICE** - This form with a deposit will only reserve spaces until May 17, 2010. After that time, all unsecured camper spaces will be forfeited and space will only be available on a "first come, first serve" basis. Also, registration forms received after that time will not be guaranteed a camp t-shirt.

FORM C



Camper Registration Form

Participant Name (please print): _____ Camper/Sponsor (circle one)

Age: _____ Gender: _____ Birthday: _____ Last Grade Completed: _____

Address: _____ City/State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

What church/organization are you attending with? _____

Camp Date: _____ T-shirt Size (circle one): YL(14-16) S M L XL XXL

Please provide the following information in case of emergency:

Parent/Guardian: _____

Address: _____ City/State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Emergency Contact Name and Phone Number: _____

List of allergies, if any: _____

Specify allergic reaction: _____

Is camper taking any medication that must be given at camp? If yes, please fill out below:

Please administer to: _____ the following medications: _____

_____ (specify dosage and time).

***Notice!** All prescription and non-prescription medications must be in original pharmaceutical packaging with correct name, dosage and date on the label. Please place all medications together in a plastic zip-loc type bag and pack them at the top of your child's luggage to make them accessible as soon as they arrive at camp.

Camper has had (please check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Appendix Removed | <input type="checkbox"/> Convulsions |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Fainting Spells | <input type="checkbox"/> Tetanus Shot? Date: _____ |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Oral Polio Vaccine? Date: _____ |
| <input type="checkbox"/> Heart Trouble | <input type="checkbox"/> Measles/Mumps/Rubella Vaccine? Date: _____ |

Family Physician: _____ Phone: _____

Health/Medical Insurance Carrier: _____ Policy #: _____

Please give any other health information that the medical staff at Camp Zephyr should be aware (surgical history, psychosocial disorders, special diet requirements, special medical needs, etc): _____

Photo Release: I am aware of the fact that photos of myself or your minor may be taken during the week by camp staff, which may appear in future camp publicity or camp website. By signing this, I give the camp permission to use these photos, aware of the fact that myself or your minor WILL NOT be identified in any such photos. If this is unacceptable, I will so state that fact here by writing "NO" in the space provided: _____

Release Of Liability Declaration: I am aware that during my participation at Zephyr, upon my request, certain risks and dangers may occur. These include, but may not be limited to the Zephyr Challenge Course, paintball and other recreation activities. I have and do hereby assume all risks and will hold staff, officers, and trustees harmless from any liability, actions, cause of action, debts, claims, and demands of every kind and nature whatsoever which I now have or which may arise from or in connection with my participation in any activities arranged for me by Zephyr and its staff. The terms hereof shall serve as a RELEASE AND ASSUMPTION OF RISK for my heirs, executors, and administrators, and for all members of family. I hereby give my authority and consent to medical treatment and surgical treatment as may be needed in the judgment of the treating physician, for my child by a physician chosen by the Zephyr Administrator or an employee working under him. I understand twenty-four hour first aid is available. I further understand that limited secondary accident and illness coverage is provided. In case of an accident or illness, Zephyr will attempt to provide first aid and arrange transportation to medical services, if needed. Zephyr does have limited secondary medical insurance. **Initial for Release Of Liability Declaration Approval:** _____

Participant Signature (all participants, even minors, must sign) _____ Date _____

Parent/Guardian Signature - if participant is younger than 18 _____ Date _____

**ZEPHYR BAPTIST ENCAMPMENT
MINISTRY AGREEMENT FOR
VOLUNTEER SPONSORS**

NAME AND ADDRESS OF CHURCH ORGANIZATION:

_____ PHONE: _____
_____ ZIP: _____

FULL NAME	DATE OF BIRTH
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

The above individuals must be able to provide identification that matches the above information upon arrival.

ATTESTATION by the pastor and/or church leaders:

It is agreed that the above named individuals are known to me/us, and I/we can attest to the character, integrity and ability of each to serve as a sponsor. I/we know of no reason why any of them should not serve as a sponsor for children and youth under the age of eighteen. I/we recommend them to you as persons who will represent our church or organization in the supervision of our young people.

I/we also attest to the fact that we have conducted criminal background checks on all sponsors attending, and have checked each of these sponsors against the Texas Sex Offender database. Results from either one of these searches would disqualify these adults from serving as camp sponsor. Also, each sponsor attending camp has also gone through an approved Child Protection safety course in the last two years and we will provide documentation to that fact.

Furthermore, it is understood that the group leader and adult sponsors from this church are responsible for following and enforcing Zephyr guidelines, both written and verbal. This will be done to protect our campers, the ministry of Zephyr, and the integrity of our local church body.

Pastor Signature Date

Group Leader Signature Date Position

*** PAYMENT WORKSHEET ***

YOUTH CAMP

CHURCH NAME: _____

GROUP LEADER: _____

To find out what you owe

Total number pre-registered campers attending (A) _____ x
\$135.00 (\$175 - \$40 deposit) = Box 1

Total number of late registered campers attending (B) _____ x
\$150 (\$190 - \$40 deposit) = Box 2

Total number of campers registered on 'day of' (C) _____ x
\$215.00 = Box 3

Motel Rooms (D) _____ x \$50.00 = Box 4

Payment Balance = _____

Please make checks payable to: Zephyr Baptist Encampment

Deposits are non-refundable but are transferable. Deposits for campers not attending will be forfeited. However, a deposit intended for a camper not attending camp can be transferred to the credit of a late-registering camper.

PAYMENT IS DUE WHEN YOU ARRIVE