

# CHURCH GROUP REGISTRATION HANDBOOK SUMMER 2017



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# Camp Tadmor Church Group Registration Handbook

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## CHURCH GROUP REGISTRATION

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

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

### Reserving Cabins/Platform Tents/Yurts:

Reserve housing units online at [www.tadmor.org](http://www.tadmor.org). Please be prepared to provide the following information:

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

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

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

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

## **Grade Divisions:**

Circle T Camps – entering grades 3,4,5 and 6 in fall of 2017

Junior Camp – entering grades 3,4,5, and 6 in fall of 2017

Middle School Camps – entering grades 6,7, and 8 in fall of 2017

High School Camps – entering grades 9,10,11,and 12 in fall of 2017

*CAMPERS MUST FIT GRADE REQUIREMENTS LISTED FOR EACH CAMP SESSION.*

## **Signing the contract:**

The contract is a binding agreement and is considered signed once the name and position sections under the agreement have been completed and the deposit payment processed. At that point the church is responsible for the full payment of all guaranteed reservations.

## **The Deposit:**

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

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

## **Additions/Changes/Cancellations:**

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

## Final payment:



**AVOID LATE  
FEES!!!**

Final payment of balance is due on or before the first day of the camp session (see date on contract). A late fee of 10% of the full contract guarantee will be charged **if full payment is not received by check-in on first day of camp session.**

*Final payment for church group reservations may be paid online by credit card or at check-in by church check or money order. Individual camper checks are not accepted.*

## Promotional and Planning Considerations:

- Camp Tadmor has a brief two-minute promotional video (DVD format) that would be appropriate for Sunday school classes or as an announcement during a church service. Please call the Tadmor office to request a copy for your church.
- We encourage you to require deposits and pre-payments to assist you in getting firm commitments from parents. *You may want to set deposit and final payment deadlines a few weeks earlier than our deadlines to give the church treasurer plenty of time to draft a check.*
- If you are interested in having a Camp Tadmor representative come to your church to help promote camp, please call 541-451-4270 ext. 27.

## Confirmation Email Packet:

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

1. PDF of Reservation Agreement
2. Camper Registration Link

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

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

3. Counselor Registration Link

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

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

4. Important Information Sheet

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

5. Tadmor Way Handbook

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

## Information to Parents:

Please be sure parents...

1. ...know they must use the link you give them to complete the registration for their child. Payment is to be made payable to the **church**.
2. ...know the deadline for turning in their final payment **to the church**. We encourage you to set this deadline a few weeks earlier than our deadline to give the church treasurer plenty of time to draft a check.
3. ...are informed about medication policy (See page 9).

## At Least Two Weeks Prior to Arrival:

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

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

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

## Photo/DVD Preorders:

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

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



## Group Check-in:

- When?

Camper check-in for all camp sessions (including Circle T) is from 4:00 – 5:30 p.m. on the first day of camp. Church counselors (**NOT campers**) who are not traveling with their group may arrive from 2:30-4:00 p.m. A BBQ dinner is served at 6:00, followed by our opening session at 7:00.

- If your group will arrive **later than 5:30**, please call the camp office with your estimated arrival time.
- If your group will arrive **later than 6:00**, please make plans to eat before you arrive.

- Where?

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

- How?

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

\*Any payment due (by church check or money order).

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

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

## COUNSELOR INFORMATION

### Counselor Requirements:

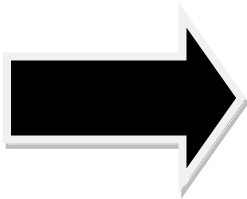
The requirements for a good counselor are:

1. Spiritual dedication
2. Love for the Lord
3. Love for young people
4. Ability and willingness to follow camp leadership
5. Insight to help a camper (enlist help from someone who can assist)
6. Physical ability to participate in camp activities
7. **At least 19 years of age**

It is ideal that the counselor be several years older than the campers they are counseling. Counselors must meet all seven requirements in order to counsel at Camp Tadmor. (Please call camp office if you need to request an age exception. Exceptions will be made on a case-by-case basis).

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

If campers and counselors are arriving separately, please instruct campers to arrive **AFTER** the counselors' expected arrival time. Campers will not be allowed to go to their cabin until the counselor has arrived and has checked in with the registrar.



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

## YOUTH PASTOR INFORMATION

### Overnight Stay for Youth Pastors:

If the youth pastor is not attending camp as a counselor, but is attending in an advisory capacity, he may pay the counselor rate and bunk with the campers or bring his own RV to set up in the camping loop. If he chooses to stay in the cabin, he will be included in the camper count for that cabin (max. 10 campers per full cabin/ 2-5 campers per partial cabin). **Limited guest staff housing may be available upon request. Call camp office, if interested.**

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

### Overnight Stay for Bus Drivers:

If your bus driver needs to spend the week at camp, he may pay the counselor fee and bunk with the campers. He will be included in the camper count for that cabin (max. 10 campers per full cabin/2-5 campers per partial cabin). Whether your driver is staying the week or not, he is invited to stay for the complimentary barbecue dinner on the first day of camp.

### Visitation during Week:

Due to security reasons, Camp Tadmor has a closed campus policy. We do not allow visitors during the week. Exception will be made only for a member of your church leadership who wishes to visit the students in his or her youth group during afternoon free time. Arrangements must be pre-approved by the program director prior to visiting. Please let us know if you are planning to eat a meal with your students. All visitors **MUST** check in at the camp office upon arrival to obtain a visitor pass.

PLEASE NOTE: CAMP TADMOR REQUIRES ALL NON-COUNSELING GUESTS (i.e., youth pastors, bus drivers) TO BE AT LEAST 19 YEARS OF AGE.

## **MEDICAL INFORMATION**

### **First Aid Station:**

We have medical staff available during regular infirmary hours and on call 24 hours a day. Additional information regarding first aid and medication will be given out at the first counselor meeting.

### **Medications:**

All medications brought to camp must be turned in to the camp medical staff during check-in. All prescription medications must be in their original container with camper's name, name of medication, and directions clearly marked on pharmacy label. All over-the-counter medications must be in original container and accompanied by parental instructions.

### **Camper Insurance:**

Camp Tadmor provides secondary insurance for campers while they are on our grounds. Secondary means that, in case of an injury while on our grounds, our insurance will provide coverage within its limits after other insurance coverage has been extended to its limits, or in the event of no other coverage.

All injuries that occur on our grounds must be reported to the medical staff on duty in our Health Center. Please call our office if you desire more specific information about camper insurance.

### **Transporting Injured Campers:**

For all major illnesses or injuries, as deemed necessary by Camp Tadmor's medical staff, Camp Tadmor will transport the campers to the hospital. In emergency situations, Camp Tadmor may request ambulance service.

At times, it may be necessary for a counselor or youth pastor to drive his or her own vehicle to the local hospital and to remain with the injured camper until a parent or guardian arrives.

### **Campers Requiring Special Attention:**

You may need to bring an extra counselor for camper(s) needing special physical or mental attention. (A camper space will be required for an extra counselor; counselor rate will be charged).

## Special Diet Requests:

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

## 2017 SUMMER SCHEDULE

Session	Dates	Days	Cost
Middle School 1	June 25-28	Sun-Wed	\$185.00
Circle T 1	June 25-28	Tues-Fri	\$170.00
High School 1	June 28-July 1	Wed-Sat	\$195.00
Circle T 2	June 28-July 1	Wed-Sat	\$170.00
Middle School 2	July 5-8	Wed-Sat	\$195.00
Circle T 3	July 5-8	Wed-Sat	\$170.00
Middle School 3	July 9-13	Sun-Thurs	\$310.00
Circle T 4	July 9-12	Sun-Wed	\$170.00
High School 2	July 16-21	Sun-Fri	\$365.00
Circle T 5	July 18-21	Tues-Fri	\$170.00
High School 3 - reserved, no waitlist available	July 23-28	Sun-Fri	\$365.00
Circle T 6	July 23-26	Sun-Wed	\$170.00
Circle T 7 – reserved, no waitlist available	July 26-29	Wed-Sat	\$170.00
Middle School 4	July 30-Aug 4	Sun-Fri	\$355.00
Circle T 8	July 30-Aug 2	Sun-Wed	\$170.00
Circle T 9	August 2-5	Wed-Sat	\$170.00
Middle School 5	August 6-11	Sun-Fri	\$355.00
Circle T 10	August 8-11	Tues-Fri	\$170.00
Junior	August 14-19	Mon-Sat	\$310.00

## **CAMP SESSION DESCRIPTIONS**

### **Circle T Ranch (at Meadow Ridge):**

#### **Entering grade 3-6**

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

### **Junior Camp:**

#### **Entering grade 3-6**

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

### **Middle School Camp:**

#### **Entering grade 6-8**

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

### **High School Camp:**

#### **Entering grade 9-12**

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

