

CHURCH GROUP REGISTRATION HANDBOOK SUMMER 2023

Camp Tadmor
43943 McDowell Creek Dr.
Lebanon, OR 97355
(541) 451-4270
tadmor@tadmor.org
www.tadmor.org

Revised July 2021



Rooted in

RELATIONSHIP

Camp Tadmor Church Group Registration Handbook

Reserving Cabins/Platform Tents/Yurts:	1
The Deposit:	2
Additions/Changes/Cancellations:	2
Signing the contract:	3
Final payment:	3
Grade Divisions:	3
Promotional and Planning Considerations:	3
Group Check-in:	4
At Least Two Weeks Prior to Arrival:	4
Information to Parents:	5
Photo/DVD Preorders:	5
COUNSELOR INFORMATION	5
Counselor Requirements:	5
YOUTH PASTOR INFORMATION	6
Overnight Stay for Youth Pastors:	6
Overnight Stay for Bus Drivers:	6
Visitation during Week:	6
MEDICAL INFORMATION	7
First Aid Station:	7
Medications:	7
Transporting Injured Campers:	7
Campers Requiring Special Attention:	7
Special Diet Requests:	7
CAMP SESSION DESCRIPTIONS	8
ALL YOU NEED TO KNOW ABOUT FUNDRAISING FOR CAMP	9
FUNDRAISING EVENT IDEAS	10

Please note the following:

- Our cabins come in bed numbers of 8, 10, and 11. We understand that your ideal and ours is to get you a whole cabin.
- We need 1 adult for every 10 kids at Evergreen and 1 adult for every 9 kids at Circle T. Example: if you bring 13 girls to Middle School 3, you need to bring 2 adult leaders (one of which will be free and the other will be \$50 less than the camper rate).
- **Free Adults!** For every 10 campers at Evergreen you get 1 free adult spot. For every 9 campers at Circle T you get 1 free adult spot.
- **Deposits**—You need to pay a \$50 non-refundable deposit for every spot you are sure you can fill. Many of our camps reach capacity early on, so you NEED to get those deposits on the line. If you need to cancel any spots, you will lose the \$50 deposit, but if you do it at least 30 days before your session you will only be out the deposit. If you cancel a spot less than 30 days before the session, you will be out the entire amount of that camper spot.
 - Deposit Math – Cancel < 30 days out = owe total session amount. Cancel > 30 days out = owe \$50.
- Want to add a student? If we have space and you have the leader, we will take them until our website says the session is full.
- **Examples** of how we fill a cabin:
 - You bring 10 kids and 1 adult – the cabin is yours, enjoy.
 - You bring 2 kids and 1 adult – we will pair you with a group that has 5 kids and 1 adult.
 - You bring 4 kids and 1 adult – we may pair you with one of our counselors and campers that came on their own.
- **Circle T**—Some groups like to reserve all 60 beds in Circle T. We love doing this and think every children's ministry should consider it. For this registration we need full commitment to all 60 spots at the time of the reservation.

Our goal is to allow you and your youth leaders to bring your youth to camp so that everyone can experience camp together. What better way for leaders and youth to bond with each other, thus creating a great springboard for follow-up and growth throughout the year! To further serve the church, we are offering discounted rates for 2023 church group reservations.

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. ***However, there must be at least one leader from your church who will be responsible for your group during the duration of the week.*** The church must provide a counselor for all reserved partial cabins/yurts.

Reserving Cabins/Platform Tents/Yurts:

Reserve housing units online at www.tadmor.org. Please be prepared to provide the following information:

- * Camp session you prefer.
- * Church Insurance name and policy number.
- * Number and type of housing unit(s) you want to reserve per gender.
- * Credit card information for deposit.

(Please note...

Camp Tadmor reserves the right to split groups into different housing as necessary for the filling of empty spots.

The church **MUST** provide a counselor for a partial cabin.

One counselor per every ten campers is required. For Circle T, one counselor per every nine campers is required.)

-
- 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 the second counselor will take a camper bunk, which would make one full cabin = 9 campers/2 counselors.
 - Partial cabin = 2-9 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 second counselor fee will be applied and that counselor will take a camper bunk, which would make one full yurt = 8 campers/2 counselors.

The Deposit:

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

- Camper spot- \$50.00
- Full cabin: 11 beds- \$500.00 (10 campers + 1 free counselor)
- Partial cabin: 2-9 beds- # of campers + counselor (- \$50) x \$50.00
- Platform tent: 8 beds- \$350.00 (7 campers + 1 free counselor)
- Yurt: 10 beds- \$450.00 (9 campers + 1 free counselor)

Additions/Changes/Cancellations:

- Additional spots may be reserved (if available) by logging in to your online account. You will need to provide an additional deposit. Your contract will be revised and accessible through your account. If the website shows that no spots are available, call the Tadmor office to see if a housing 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.

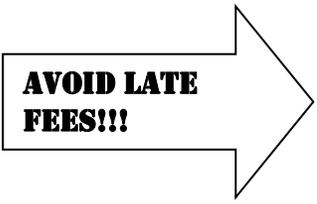
- **Cancellation**

Notification must be given to Camp Tadmor no later than 30 days before your session begins to be released from paying the balance (excludes deposit). If cancellation is made after 30 days prior to your session starting, 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 30 days from your camp session beginning.

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.

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 the check-in time on the first day of your camp session.**

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.*

Grade Divisions:

Circle T Camps – entering grades 3, 4, 5 and 6 in fall of 2023

Junior Camps – entering grades 3, 4, 5, and 6 in fall of 2023

Middle School Camps – entering grades 6, 7, and 8 in fall of 2023

High School Camps – entering grades 9, 10, 11, and 12 in fall of 2023

CAMPERS MUST FIT GRADE REQUIREMENTS LISTED FOR EACH CAMP SESSION.

Promotional and Planning Considerations:

- Camp Tadmor has promotional graphics available for download at tadmor.org.
- If you are interested in having a Camp Tadmor representative come to your church to help promote camp, please call 541-451-4270.

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 campers should plan to arrive from 2:30-4:00 p.m. so that they will be ready to greet their campers at the cabin. Campers in reserved cabins will not be allowed to check in until the church counselors are present. 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 at 541-451-4270 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 the campers in with the registrar. *This person should be the only one from your group at the check-in table.* Upon arrival, this person should have the following ready:

*Any payment due (NO individual camper checks).

*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.

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.

We are doing housing assignments differently this year. You will still decide who will be rooming with who. But we will email you Cabin Lists for you to fill out and send back to us so we can house everyone in our system.

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**. We do not take individual payments for group campers.
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 8).

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. Tadmor will not receive payment for these add-ons from campers directly.

COUNSELOR INFORMATION

Counselor Requirements:

The requirements for a 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 the 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/counselor. 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 counselors to arrive BEFORE 4:00 p.m. Campers will not be allowed to go to their cabin until the counselor has arrived and has checked in with the registrar.

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).

For all groups with 50 or more campers, one group leader and his family may come at no charge. Limited guest staff housing may be available upon request. Call camp office if interested.

Overnight Stay for Bus Drivers:

If your bus driver needs to spend the week at camp, they may pay the counselor fee and bunk with the campers. They will be included in the camper count for that cabin (max. 10 campers per full cabin). Whether your driver is staying the week or not, they are 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 through the camp office 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 health services 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 health services 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.

Transporting Injured Campers:

For all major illnesses or injuries, as deemed necessary by Camp Tadmor's health services 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 church 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.

CAMP SESSION DESCRIPTIONS

Circle T Ranch (at Meadow Ridge):

Entering grades 3-6

In this Wild West setting you 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 serving you and ensuring you have a week to remember.

Junior Camp:

Entering grades 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 grades 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 grades 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, awesome 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.

ALL YOU NEED TO KNOW ABOUT FUNDRAISING FOR CAMP

(or at least enough to not have to read a whole book on it)

For over a decade, I was a youth pastor. What I did not know, and quickly came to dread when I took the position, was that I had to lead fundraisers. After a while I became good at raising money, and I even started to enjoy fundraising. I learned that several positive by-products occur when you organize a youth group fundraiser. It creates:

1. An opportunity to teach and model service while spending purposeful time with your students.
2. A platform for you and your students to interact with people in the church you wouldn't normally spend time with, often across generational lines.
3. A culture where the youth group becomes less of a department and more of a ministry the whole church participates in.

Watching these dynamics play out caused me to look forward to fundraising for purposes higher than simply offsetting the cost of taking my students to camp. The following page lists some fundraising ideas that have worked for me in the past and may benefit your group as well. Before implementing any of these ideas, there are a few things worth considering:

1. Discern which fundraisers might naturally lend themselves to your congregation. For instance, I lived in a logging community, so our church had the resources to assist the teens in the cutting, splitting and sale of firewood.
2. Brainstorm fundraising ideas with your senior pastor. Let him know your financial goal and talk through the pros and cons of various pathways to get there.
3. Talk through your plans with the elder board. They will want to be in the know on things involving money, and you will want their buy-in so they can exert their influence formally and informally for a positive outcome.
4. Make it fun for the students by creating an immediate silver lining on each event. For example, give them root beer floats after the can drive!
5. Demonstrate the pathway to paying for an event. Perhaps make a pamphlet that says how much camp costs and the projected amount that each of the three fundraisers will earn. This will allow parents and students to see the value of being at each fundraiser.
6. Keep good notes as to which kids helped at which events and how much that participation earned them. This will allow you to show parents a well-documented spreadsheet of what their child earned should they question their scholarship amount.

I hope all of this helps as you pave the way for camp. More importantly, I hope the process of fundraising creates discipleship opportunities within your church.

FUNDRAISING EVENT IDEAS

1. **Spaghetti Feed:** Spaghetti is cheap, focus on making a homemade sauce and have a salad bar with real lettuce and vegetables. Consider having the students dress up and serve as waiters. You have the option to charge people per person, or you might have better results by simply placing a donation container in the center of each table. This event is best attended if held immediately after a Sunday service. Try to pick a Sunday you know will have good attendance.
2. **Cake Auction:** Schedule as a stand-alone event or after a spaghetti dinner (if this is the case, don't wait until everyone is done with their food). You can either set this event up to encourage people to pool their money at each table to buy and eat a cake together, or encourage families to buy a cake to take home. Either way, it's a good idea to talk to the people who you know are good cake makers and get their assurance they will bake a cake to auction off. It is also helpful to have a theme. One church had a camp-themed cake auction that included cakes made into cabins or mountain lake scenes. I have seen cakes sell for as much as \$400.00!!
3. **Send out support letters:** You can craft a letter on your own behalf as the youth pastor to people in your congregation. Or, you can craft a letter to which your students can add a personal touch and then send out to people of their choosing. Make the letter personal, pulling in stories and experiences that you or your students have had at camp. Consider including a few colored photographs of kids at camp in the letter. Generally, we see that grandparents want to ensure kids go to camp, so consider how you might get a letter into their hands.
4. **Car Wash:** Arrange with Ace Hardware or some other business to let you wash cars in their parking lot. Make sure you pass out flyers and run slides at church in the weeks leading up to the big day. Or hold a car wash at church on Sunday morning. Post students at the door before service starts to get the name and vehicle description of individuals who want their car washed. While the people are in service, wash all the cars on the list. Consider roping off part of the parking lot or use long hoses to wash the cars. When people come out of the service, they can place a donation in a provided container and drive away in their newly washed car. Pro Tip: give a car wash tutorial to your student's ahead of time. Most car wash fundraisers leave my car with dirt spots, or worse, the students added some scratches with that wash mitt that fell on the ground.
5. **Can Drive:** I always wondered if these were worth it because my students got five cents per can after spending all day putting them in the machines at Safeway. Now you get double the money and you can haul the cans to centers that will take them in bags (make sure you have the special bags). To make this work logistically, you will want trucks and trailers due to the volume of space cans take up.
6. **Crowdfunding:** Every time I turn around there is another app or social media option to sponsor someone or something. Take the time to familiarize yourself with what is currently out there and decide if and how you want to use it. You would be surprised at how far your reach is with these. Often times distant relatives in Kansas will chip in a couple of bucks.
7. **Selling Firewood:** This only works if you have some connections to the logging community. You will need permission to go into the forest after it has been recently logged and cut up wood that was unusable by the mill. Have adults do the cutting (with chainsaws, of course). Then let the students split via mauls and hydraulic splitters. Stage the wood on someone's property and sell it on Craigslist. You will get about \$200 a cord if your students stack it.
8. **Fireworks:** I could not make this work because the local sports teams had a corner on the market. However, there are companies that will provide the fireworks and the tent, all you do is staff it. Good money is to be made with this, but you must keep an adult on site 24/7, usually in an RV.

If you have golden ideas that are not on the list, please email them to me so that other churches might benefit. I hope this helps, and I look forward to seeing you at camp this summer.