

CHURCH GROUP REGISTRATION HANDBOOK SUMMER 2024



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Church Group Registration Handbook

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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 school year!

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.
- * 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.
- * Church insurance information

Group Discounts

- Church Camper Price = Campers coming with your group get a \$10 discount off the posted registration price. (see website)
- Church Leader Price = Leaders coming with groups get a \$60 discount off the posted registration price.
- For every cabin or yurt filled a leader gets a **FREE registration**.

Housing

- Registrations are purchased by cabin, not by person.
 - Full cabin = 10 campers and 1 leader (same gender)
 - Rate = 10 x Church Camper Price
 - One leader attends free of charge with each full cabin reserved. If two leaders are desired per cabin, the Church Leader Price (see Group Deals above) will be applied to the second leader. That leader will take a camper bunk, which would make one full cabin = 9 campers/2 leaders.
 - Partial cabin = 5 campers and 1 leader (same gender)
 - Rate = 5 x Church Camper Price **plus** 1 x Church Leader Price
 - Platform tent = 7 campers and 1 leader (same gender)
 - Rate = 7 x Church Camper Price **plus** 1 x Church Leader Price
 - Partial platform tents are not available.
 - Yurt = 9 campers and 1 leader (same gender)
 - Rate = 9 x Church Camper Price
 - One leader attends free of charge with each full yurt reserved. If two leaders are desired per cabin, the Church Leader Price (see Group Deals on previous page) will be applied to the second

leader. That leader will take a camper bunk, which would make one full cabin = 8 campers/2 leaders.

- Partial yurts are also available with 4 campers and 1 leader.

After completing your registration, you will receive an email confirmation with the link to your Overview page. The signed contract and registration details can be viewed at any time from your Overview page.

Grade Divisions

Circle T Camps – entering grades 3, 4, 5, and 6

Junior Camp – entering grades 3, 4, 5, and 6

Middle School Camps – entering grades 6, 7, and 8

High School Camps – entering grades 9, 10, 11, and 12

(See page 11 for session details)

CAMPERS MUST FIT GRADE REQUIREMENTS LISTED FOR EACH CAMP SESSION.

Signing the contract

The contract is a binding agreement and is considered signed once registration is completed, the waiver is signed, and the deposit payment is 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 - \$300.00
- Platform tent - \$400.00
- Yurt - \$450.00
- Partial Yurt - \$250.00

Additions/Changes/Cancellations

- Additional housing units may be reserved (if available) via your Overview Page or by calling the Camp Registrar. You will need to provide an additional deposit. Your contract will be revised and accessible through your Overview Page. If our website shows that no housing units are available, contact our Camp Registrar 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
In order to be released from paying the registration balance, notification must be given to the Camp Tadmor Registrar at least 30 days prior to the first day of the camp session (excludes deposit). If cancellation is made after this date, the church is responsible for the entire registration price. Camp Tadmor is unable to issue refunds for cancellations or changes made after this registration deadline.

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 the first day of the 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.

Our preferred payment method is by check. Please include the name of the session in the check memo.

Promotional and Planning Considerations

- We encourage you to require payment of 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.***
 - Please make sure that all camper and leader registrations are completed and your Overview Page is up to date a week before your session. This allows us to plan for food and other preparations for the week.
 - If you are interested in having a Camp Tadmor representative come to your church to help promote camp, please call Brian Smith at 541-451-4270 ext. 705.
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REGISTRATION OVERVIEW PAGE

After completing registration at tadmor.org, you will receive a confirmation email with a link to access your Overview Page.

The Overview Page has everything you need to manage your group's registration and prepare you for camp.

Make a Payment

- You may make payments and review your balance at any time.

Check-in and Check-out Information

- Plan transportation accordingly.
- See "Group Check-in" on page 9 to make sure you have everything ready for a smooth check-in so you can get back to your group quickly.

Downloads & Links

- Medication Check-in Form (See page 10)
- Reports specific to your group registration.
- PDF of Registration Agreement
- Group Registration Handbook (this document)
- Tadmor Way - How to lead a cabin at Tadmor
 - This is for your information. Each leader 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, appropriate camp attire, and helpful tips for resolving conflict.

Camper and Leader Registration Link

- Copy and share this special registration link with your leaders and campers' parents so they may register. Parents **MUST** use this link 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.
- Once they have started their individual registration, you will see their name appear under "People Registered" with the status of "Incomplete" until they have completed registration.
- All group leader(s) and spouse(s) will also need to complete a leader registration, even if they are staying in our guest staff housing or their own RV.

Manage Group Registration

- Review your camper and leader registrations status in real time.
- Cancel registrations for campers who are no longer able to attend. If needed, you may also remove incomplete duplicates.

Assign people to housing groups

- Organize group housing the way you want it. Use the blue button in the upper right-hand corner of "Registration Details" to pair your leaders with the campers they will be leading. Please assign housing two weeks before arrival.

Terms/Waiver Agreement

- Your registration deadline is 30 days before the reserved camp session begins. Make sure to notify us of any unfilled housing (1/2 or full cabins) before the

Registration Deadline. If cancellation is made after the 30 days, the church is responsible for the entire camp fee for all reserved beds.

- We prefer payments by check, but payments can also be made online.
- You may pay upon arrival.

Review your balance and payment information

- Make payments anytime and review when payments are received.

Please contact jenny@tadmor.org (Camp Registrar), if you have any registration questions.

Information to Parents

Please be sure parents...

1. ...know they must use the link you give them to complete the registration for their child. All payments must be 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

In your confirmation email, you have been given access to your group Overview Page. 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 at camp.

Click on the "Assign People to Housing" button to assign campers to their housing units. **Please assign housing at least two weeks prior to your arrival.** If needed, you may make changes until **five days prior** to the session. Any minor housing changes after that time will need to be made at check-in.

If you have any questions about this page, please call the camp registrar at 541-451-4270 x720.

Camp Store Accounts

At Camp Tadmor, we have a no-cash policy, except on the first day. Every Evergreen camper has a TadMerchant (store) account accessible from their personal Overview Page. We recommend campers use their Overview Page to deposit their money for camp store purchases before arriving at camp. If campers choose to bring cash upon arrival, it must be deposited after registration at the Bullpen (next to the camp store at Evergreen). Please encourage your campers to deposit their money online before arriving at camp.

Circle T campers do not have Tadmerchant accounts. Store items will be available for purchase at Circle T on arrival and departure days.

Photo Preorders

Campers will be able to preorder a cabin photo when they register online. These photos will be given to your group leader at the end of the session. Please be proactive to encourage your campers to preorder these photos before getting to camp.

If any campers did not order a photo but would like to purchase one, their guardian can email tadmor@tadmor.org to request a cabin photo.

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. 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 with your estimated arrival time. 541-451-4270
- 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 directed to the Registration Tent for check-in.

How? One person, preferably the youth pastor or group contact, 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 (NO individual camper checks).
- Any changes in registration, i.e. cancellations, replacements, and housing adjustments. (If a camper comes as a last-minute replacement, they still must have a completed registration).
- Any camper medications (see medication section)

After completing the check-in process, the group is free to move into their housing units. If any campers have not deposited their money in their TadMerchant accounts, they will need to do this at the Bullpen (see Camp Store Accounts)

LEADER INFORMATION

Leader Requirements

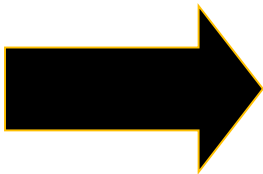
The requirements for a good leader are:

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 leaders be several years older than the campers they are counseling. Leaders 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/leader. The additional group would have their own leader.

If campers and leaders are arriving separately, please instruct leaders to arrive **BEFORE** your group arrives. Campers will not be allowed to go to their cabin until the leader has arrived and has checked in with the registrar.



Once a leader registration is complete, the leader will be sent a confirmation email, which will have a link to their Overview Page. Several training pdfs will be available there. These 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, they may pay the Church Counselor Price and bunk with the campers or bring their own RV to set up in the camping loop. If they choose to stay in the cabin, they will be included in the camper count for that cabin.

Overnight Stay for Bus Drivers

If your bus driver needs to spend the week at camp, they may pay the Church Leader Price and bunk with the campers. They will be included in the camper count for that cabin. Whether your driver is staying the week or not, they are invited to stay for the complimentary BBQ 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. Exceptions will be made only for a member of your church leadership who wishes to visit the students in their 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.

MEDICAL INFORMATION

First Aid Station

Camp Tadmor has 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 into the camp health services staff during check-in. All prescription medications must be in their original container with the camper's name, name of medication, and directions clearly marked on the pharmacy label. All over-the-counter medications must be in the original container and accompanied online by parent/guardian instructions. Each camper Overview Page has a link to update Health Disclosure & Medication Information. Parents/Guardians need to make sure all medication instructions are updated and accurate before the camper arrives at Tadmor. Medications not complying with this policy will NOT be administered.

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 leader 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 sample 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. 720.

CAMP SESSION DESCRIPTIONS

Circle T

Entering grades 3-6

In this Western setting campers will experience cowboy and cowgirl activities. 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 tractor ride from your car to Meadow Ridge. We mix high-energy games and wild programs with focused sessions and then tie it all together through awesome team times. Our staff are dedicated to serving your students and ensuring they have a week to remember.

Junior Camp

Entering grades 3-6

A week at Tadmor packed with sound Biblical teaching, meaningful conversations, and barrier-breaking fun activities with your kids can be a catalyst of growth for your ministry throughout the year!! We'll set the environment for your kids to come alive in their understanding of who God is, and in their identity in Christ. Through sound Biblical teaching and fun worship, your kids will stay engaged through each session, and you will have the opportunity to establish deeper relationships with your kids. All activities are open to Junior campers including the lake, Giant Swing, archery, and modified Paintball activities.

Middle School Camp

Entering grades 6-8

Getting a middle school youth group to be open, honest, or even to participate, can be hard. At Tadmor, we want to set you up to experience your middle school youth in a deeper, more authentic way. We'll provide sound Biblical teaching and genuine worship during session times, engaging rec games, and fun activities, all of which provide an environment for your campers to let their guards down and experience real growth. Let the zany fun and challenging conversations from your time at Tadmor set you up for exponential growth and bonding that will continue throughout the year!

High School Camp

Entering grade 9-12

Tadmor's high school camps are like our middle school camps, but with the volume turned up! Not only are the games and activities bigger and better, but the worship times also go deeper through different worship experiences, the teaching is more challenging, and the conversations are more real. Your high school campers are getting so many false messages from the culture around them. Their very identities are called into question everywhere they go. At Tadmor, they will hear truth about who God is and who they are in Christ. As a group, you will have time set aside to dig in with your campers, have unfiltered fun away from distractions, and get to know each other on another level.

2025 REGISTRATION CALENDAR

Registration Calendar

Growth Getaway (Nov 1-3, 2024)

Event Description: Middle School Fall Retreat for groups with students in grades 6-8
9/10/24 CVNW (Church Venture Northwest church groups) Registration Opens
9/24/24 General Group Registration Opens

Winter Youth Celebration (Feb 14-17, 2025) **WINTER YOUTH**

Event Description: High School Winter Retreat for students in grades 9-12
11/12/24 CVNW Registration Opens
12/03/24 General Group Registration Opens

Spring Break Work Weekend (Mar 21-23, 2025) **SPRING BREAK WORK WEEKEND**

Event Description: Service Projects on Tadmor grounds for youth groups.
01/14/25 CVNW Registration Opens
01/21/24 General Group Registration Opens

Summer 2025

The session schedule will be posted on our website Fall of 2024!

11/12/24 CVNW Registration Opens
12/03/24 General Group Registration Opens
02/04/25 Individual Registration Opens – Groups may still register/add housing while space remains.

For more information about Church Venture Northwest and how your church can affiliate visit:
churchventurenw.com

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. We 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 that your students can add a personal touch to and then send it 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 pictures 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 to 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. Some car wash fundraisers can leave cars 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:** People are always inventing new fundraising apps or using social media 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 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:** This fundraiser can be difficult if another group already has a corner on the market in your town. 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 tadmor@tadmor.org so that other churches might benefit. We hope this helps, and we look forward to seeing you at camp this summer.