



## Open Bible Central Youth Camp Leader's Planning Guide

Dear Student Ministry Leader,

Hopefully the following pages explain almost everything you need to know about bringing your group to camp.

Please take some time to review the enclosed information fully. If there is something missing or confusing, give us a call.

If you are new and this is your first time bringing a group to camp, put our cell on speed-dial and know that we are very comfortable with you calling frequently. This can be a confusing process with many moving parts. We are here to help!

We're praying for you and look forward to connecting at camp!

**Ben and Lola Carlson**

NextGen Ministry Directors

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## Camp Registration Form/Instructions

### Age requirement

- Student must be in middle school or high school
- As each school district is different, we defer to your local policy of transition from elementary to middle school.
- Students just finishing elementary school have the option of attending Kids' Camp or Youth Camp.
- Students just graduating from high school may attend Youth Camp as a student but thereafter must come as part of the church camp staff.

### Student registration

- All registration has been moved online and can be accessed at: <https://openbiblecentral.org/youth-camp/>
- When a parent registers their students and submits the form, three emails are immediately sent out. They will receive a confirmation email, you will receive an email with full registration information, and Central Region will receive an email.
- **NO PAYMENT WILL BE RECEIVED BY CENTRAL REGION.**
  - Every church has different fundraisers and transportation costs. You will still need to collect finances from each student that registers.
- We will periodically send each youth director a list of who we have registered for camp from your church. Hopefully this will help so no one falls through the cracks.
- Cost: \$255/student

### Family discounts

- Designed for families sending multiple children to Open Bible Youth or Kids' Camps.
- Discount only available to churches affiliated with Open Bible.
- Second child's registration fee will be reduced by \$20.
- Third child and all additional children will be reduced \$40 each.

### \$30 late registration fee

- Registrations received by Open Bible Central office after June 19 will be considered late and will require a \$30 late fee in addition to the cost of each registration.

### Camp staff registration basic info

- This is completely online as well. Staff application can be found at: <https://openbiblecentral.org/youth-camp/>
- Upon submission of the form, three emails identical to the student registration are sent out.
- **NO PAYMENT WILL BE RECEIVED BY CENTRAL REGION.**

## Camp staff registration process/expectations

- Camp staff will fill out form to apply to come to camp with your church. Included in that form:
  - Question about background check. To the best of their knowledge, do we have one on file that was pulled no earlier than 2021? Even if they say no, they can still submit the application and deal with the background check later.
  - Lead pastor's name and email address. The purpose of this is for the pastoral reference. We will send the pastor an email asking if they approve this person to represent your church at camp.
  - Question about sexual abuse awareness training. Have they completed the Central Region prescribed online course?
    - **Everyone is required to retake this course every other year.**
    - It is free for the person taking it but will require 60-90 minutes to watch some online videos and take a short quiz of retention.
    - **Passing this training is a new requirement for all camp staff.**
  - If they have not completed the training, they will be asked if they are willing to do so. If they say yes, the application can be submitted and a link to the training will be emailed to them.
    - We have the ability to track each person. How much of the videos they watched and how they did on the quiz.
    - If they choose not to take the training, the application will not be submitted.
  - Here is an example of what they will see when they log on to complete the training.

### Sexual Abuse Awareness Training

You must watch all of the videos to take the quiz

Section 1: Intro

Section 2: Facts vs. Misconceptions

Section 3: Characteristics of an abuser

Section 4: The grooming process

Section 5: Methods to reduce the risk

Section 6: Peer to peer sexual abuse

Section 7: If a child reports

Section 8: Impact on children

Section 9: Responsibility to report

I have watched ALL 9 training videos on this page OR received the full training from an approved trainer and/or in group training.

take quiz ✓

## HOW TO PLAN YOUR TRIP TO CAMP THIS SUMMER

- Confirm that you're looking at this list right now. Go ahead and check off that you have it. It feels good to get things accomplished, doesn't it?
- Make sure that you have the camp dates on the church calendar. Youth camp is July 24-28, 2023. Camp begins with registration at 1:00 pm on Monday and camp ends at 11:00 am on Friday.
- Reserve the vans, buses, etc. that you will need for bringing students to camp.
- Download and print brochures, posters and other promotional material. These can be retrieved at [openbiblecentral.org/youth-camp](https://openbiblecentral.org/youth-camp). If you do not have access to a color printer or if yours does a terrible job, just email [info@openbiblecentral.org](mailto:info@openbiblecentral.org) with a request of what you need, quantity of each, and your mailing address. We will get it sent out to you immediately.
- Begin regularly announcing and promoting camp. Use your church bulletin, newsletter, announcement times, pre-service slides, Facebook events, Instagram posts, email to each family, and anything else you can imagine. Artwork can be retrieved at [openbiblecentral.org/youth-camp](https://openbiblecentral.org/youth-camp).
- Have each of your camp staff applicants go to [openbiblecentral.org/youth-camp](https://openbiblecentral.org/youth-camp) and fill-out the online application.
- Camp payment should be collected by you and sent to the regional office. Have the parents write checks directly to your church and then send a single check to the region for the total amount, including staff.
  - **Registration deadline** - We need to have registration forms received at the regional office **no later than Sunday, July 9 at midnight**.
  - **Late registration** - If forms are received between June 19<sup>th</sup>- July 9, that camper will be required to pay a \$30 late registration fee and may not receive a camp T-shirt.
  - **Refunds are not provided** on individual camp registrations, but name changes for the same age group (middle school or high school) and gender are allowed up until July 21 at noon.
  - **No registrations will be accepted after July 10th at noon**. This includes campers and staff.
- Remember - we need you to provide at least one (1) staff for every ten students you send to camp. Please also try to have both male and female staff members if you are bringing students from both genders to camp. Please call Central Region with any camp staff questions or issues.

**\*\*ATTENTION\*\*** - Youth Leaders are required to go over ALL rules with every student attending camp before arrival to camp grounds.

## CAMP RULES/GUIDELINES:

### **Stuff you should NOT bring to camp**

The following items are not allowed at camp: tobacco, narcotics, alcohol, weapons of any kind, pornography, fireworks, or other combustible materials. Possession of any of these items will be cause for immediate dismissal from camp. Also, campers should not bring valuables such as laptops, iPads or other electronics.

### **Dress code**

Everyone must wear shoes when walking on the grounds.

**Guys** – Shirts must be worn at all times, except in the pool or at the lake and if you are a ‘skin’ for basketball. Your shorts need to stay up around your waist. For swimming, guys must wear swim trunks that stay up, no speedos and no cut offs.

**Ladies** – Your shirt and pants should touch. Your shorts or skirts should be at least mid-thigh. For swimming, ladies must wear modest one-piece suits. If you have a two-piece, you must wear a t-shirt over it.

### **Staying in dorms at night**

Most of the girls’ dorms will have bathrooms and showers inside the same facility. Boys will need to leave their cabin and walk a short distance to the bathhouse. At night, girls may not leave their dorm buildings under any circumstances. Boys may leave their cabins for the purpose of going to the bathroom but not leave the cabin/bathhouse area. Any student found, for any reason, outside of these confines will immediately forfeit the remainder of his or her camp experience. No warnings. No exceptions. No refunds.

### **Wandering**

There will be no wandering alone, period. You must have someone of the same gender with you at all times and your leader must know who you’re with and where you’ll be at all times. No exceptions.

### **Social skill**

Fighting, intimidating, or verbally abusing anyone, camper or staff, is not permitted and may result in the camper losing their privilege of finishing camp. Public displays of affection are not allowed during camp.

### **Mobile phone policy**

Phones and other electronic devices will not be allowed to be used at camp. If they come with the camper, the device will be taken from them, placed in a protected area, and returned prior to departure from camp. The primary reason for this is attention. Our hope and goal are to encourage our students to take their focus off the electronic world and pay attention to God and the friends around them. If a parent is concerned about connectivity with their student, give them the camp number, as well as Ben and Lola’s cell phone number.

### **Common Sense Thinking**

When you make decisions during camp week, use common sense and treat other people the way you would want to be treated. Also, show respect for the campgrounds.