



Day Camp Handbook

Camp Perkins

Lutheran Outdoor Ministries
Sawtooth Mountains, Idaho

Day Camp Handbook



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Introduction

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- ◆ Beyond Day Camp

Day Camp Workshops

You are invited to attend one of this year's Day Camp Workshops! Each congregation is encouraged to bring their coordinator, their pastor, and one other individual to the workshop.

Dates are available on-line or by contacting the camp office.

Please RSVP by e-mail to info@campperkins.org with who will be coming so we can be sure to have enough food and materials for you.

Day Camp Handbook

This handbook has been put together to provide you with all of the information that you need to plan and lead your Day Camp. It is supplemented by the digital information listed below and is updated yearly. Please feel free to distribute it to all of your key day camp leaders and church staff!

This is designed to be printed as a booklet. It is easiest to print on printers with a duplex (2 sided) feature. Select 2 sided and booklet form. If you do not have a duplex printer, you may select booklet form and manual duplex. If you are still having trouble, feel free to request to have a printed version mailed to you!

Digital Resources

These digital resources are available on the Camp Perkins Web-site under Day Camp Resources (<http://campperkins.org/day-camp-resources>)

- ◆ Day Camp Handbook
- ◆ Congregation Vital Stats Sheet
- ◆ Check-In/Check-Out Sheet
- ◆ Day Camp Evaluation and Final Bill
- ◆ Field Trip Permission Form
- ◆ Host Home Guidelines
- ◆ Day Camp Participant List
- ◆ Camp Perkins Logos
- ◆ Day Camp Flyer
- ◆ T-Shirt Flyer



Congregation Resources

- ◆ Day Camp Workshop
- ◆ Day Camp Handbook
- ◆ Digital Resources

Our Mission

The mission of Camp Perkins Lutheran Outdoor Ministries is to support the ministry of its member congregations and to make and nurture disciples for Jesus Christ. The Ministry will provide Christian learning and renewal opportunities, thereby building up the community of believers and reaching out to the world in the name of the Father, Son, and Holy Spirit.

Our Mission

Day Camp is a ministry of Camp Perkins that teams with congregations in leading quality Christian programming through a five-day Day Camp program for children that enables participants to experience God's Grace and Love through hands-on Bible Study, devotions, skits, games, archery, other camp-related activities, and interaction with energetic camp staff.

Share the Gospel of Jesus Christ

One of our key goals is to share the Gospel clearly through all of our Day Camp activities. As a response to this Gospel, we will look at how God calls us to action. Worship, study, arts and crafts, and recreation are all designed to make God's love come alive for children.

Work with the local congregation in reaching out to children during the summer months.

Strong encouragement is given to include neighborhood children and friends of members as well as children of the congregation. Day Camp can be an effective tool for Christian outreach.

Strengthen the congregation's ministry of Christian Education

Day Camp helps keep enthusiasm alive for learning and offers new ideas and leadership. Our hope is to help congregations more fully serve the children within their communities.

Provide an experiential faith opportunity

Day Camp gives children a safe, loving environment for nurturing their lives in faith. The children are able to be strengthened in faith and knowledge of their Savior, Jesus Christ.

Engage in Intergenerational Ministry

Day Camp is an *Intergenerational Week!!!* Day Camp volunteers are a great way to get adults and older youth involved with your congregation. The shared experiences of Day Camp are a fun and exciting way to build stronger friendships and communities. Camp Perkins takes care of the program so that you can focus on building relationships. Through the use of volunteers, evening activities, special events, and proper planning, there is a place for everyone in the congregation during the week of day camp!

goals. For example, Wednesday evening could consist of a "Senior High Youth Night" involving a few hours of programming led by the Day Camp Team involving games, songs, bible study, and campfire devotions. Thursday evening could consist of a dinner potluck to accompany a "Skit and Song Night" put on by the Day Camp Team and the Day Campers, or a "Family Night" for all parents and children of the congregation with a dessert potluck afterwards. These plans need to be made with the Camp's Program Director in advance of the Team's arrival.

The day camp team will stay in the local area of the congregation evenings that do not have programming. Trips more than 15 miles from the congregation or host home require prior permission from the program director on a case by case basis.

Field Trips

Field trip arrangements and transportation are the responsibility of the Day Camp Coordinator on behalf of the congregation, in consultation with the Camp Perkins Program Director. No child may be transported without a signed Field Trip Permission Form. All drivers and vehicles must comply with requirements of the Idaho state law. Children will not be transported in Camp Perkins vehicles.

Swimming Activities

Swimming or waterfront activities must meet certain safety standards of the camp and therefore be approved by the Camp Perkins Program Director. Camp Perkins will not provide lifeguards for swimming or waterfront activities off-site.

Volunteer Meeting

The Day Camp Team will meet with congregational leadership and volunteers the evening prior to the Day Camp event. The purpose for such a meeting will be to gather and share information, train volunteers, and take care of last minute details.

Health issues

A completed Health Form must be on file for all persons (children and adults) participating in the Day Camp Program. A Health Form master copy is provided in this packet.

Camp Perkins will provide a First-Aid Kit which must be on hand at all times.

Camp Perkins staff are certified in both First Aid and CPR/AED.

Age appropriate reminders regarding restroom use, hand-washing, sun exposure, and other health issues must be observed.

Child Pick-Up Authorization

As part of the registration and health form, parents must indicate who is allowed to pick up their child. This form will be kept by the Day Camp Team during the week and each child must be signed out at each day's end. Only persons indicated on the form are authorized to pick up children.

Emergency Plans

A severe weather, fire, or storm emergency plan must be in writing for each program site and submitted to Camp Perkins 10 days prior to the week of Day Camp. Camp Perkins can assist in the development of such a plan.

Grouping

Children will be divided according to ages and numbers for activities when it is helpful and appropriate to do so, especially for Bible study and recreation. Otherwise children will be together to foster greater community and to help children work, play, and worship together.

Evening Programming

If desired, the Day Camp staff will be available for one evening programmed event to further the congregation's ministry

4 Keys of Faith Formation

The four faith formation keys were developed by the Youth and Family Institute of Minneapolis, Minnesota. The four keys are designed to create an effective environment for nurturing Faith Development. They do not teach faith, as faith is caught more than it is taught, but their presence increases the chance that faith development can occur. This can be applied to all aspects of the Christian Life we have at Camp. In the daily schedule, our staff and volunteer meetings and even in the way we do meals, we engage in all four keys. When Camp Perkins staff members and you as congregation volunteers find ways to reinforce the program's Christian Life element with the campers you will be providing a healthier environment for your campers' faith development.

Caring Conversation

Meal time, camper/counselor/volunteer faith talk, modeling Christian Community

Devotional Opportunities

Bible Study, Opening Celebration, Closing Celebration, evening programs

Acts of Service

Service projects, servant events, random acts of kindness (all done in response to the Gospel!)

Rituals and Traditions

Meal prayers, group rituals, daily schedule, camp songs, returning regularly to Day Camp

Beyond Day Camp

Day Camp is one way in which we support our congregations and is developed as one part of the program. Day Camp hopefully leads to involvement of people of all ages in camp programs. Each year we serve more than 450 campers through our Day Camps, more than 1000 people through our on-site summer programming, and more than 800 people throughout the year in retreats and user groups.

Our on-site summer program proclaims the Gospel to people of all ages. Through our youth camps, specialty camps, family camps, servant events, and retreat we provide a high-quality program that focuses on faith formation through experiences that facilitate people exploring their faith in a safe community. We also offer an off-site backpacking program Ridges Wilderness Ministry program.

In the fall, camp life changes as we close down part of camp for the snowy months ahead, but we still offer men's and women's retreats and work with local high school youth to prepare for the winter retreats.

From December through April, our winter retreats fill camp once again with people of all ages. Rather than kayaks and canoes, we use snowshoes and snow tubes, but still engage in meaningful faith conversations.

We also have various education opportunities, including fall and spring Outdoor Education, and in winter we offer SnowSchool.

Please encourage your congregation and its members to explore ways to partner with Camp Perkins!

Policies and Procedures

Day Camp Coordinator

The congregation shall provide a Day Camp Coordinator to serve as the representative on behalf of the congregation. This person must be 21 years of age or older and fulfill the duties and responsibilities listed in the Coordinator Position Description.

Day Camp Program

The program is geared toward children entering Kindergarten through 6th grades and includes worship, music, bible study, crafts and recreation. Children and youth older than 6th grade may participate in a leadership position by assisting the Camp staff implement the program. Since Camp Perkins is an outdoor ministry, the program is designed to occur outdoors as much as possible.

Day Camp Team

Camp Perkins will provide a Day Camp Team trained and prepared to implement the Day Camp Program. The Team will adhere to all policies as outlined in the Policies and Procedures provided to the congregation, the Camp Perkins Day Camp Staff Policies and Procedures, and their Position Descriptions.

Day Camp Team Leader

One member of the Day Camp Team will serve as the Day Camp Team Leader. This person will provide leadership during the Day Camp program week. Prior to their arrival, all questions should be addressed to the Camp Perkins Program Director.

Volunteer to Child Ratio

A ratio of 1 volunteer for every 8 children is required and must be maintained. It is the responsibility of the congregation to provide the necessary adult volunteers to maintain this ratio. Volunteers must meet the criteria as outlined in the Congregational Contact Person Position Description.

- ◆ **Community Life:** If you are able to share special aspects of your local community with the staff, please do so, but please do not feel obligated to “entertain” the staff. We don’t want to disrupt your family’s schedule.
- ◆ **Down Time:** Staff will need some time to themselves to relax, write letters, plan their next day’s lessons, and sleep. They are comfortable with personal time. Staff, if being housed apart, try to have a “staff night” one night of the week. (Go out to eat, see a movie etc...) However, time spent with host families or being hosted for meals at other homes is more important.
- ◆ **Meals:** Keep meals simple, especially breakfast. Cereal, toast, and juice are adequate. If you are providing sack lunches, sandwiches are great! Please include a beverage as well. We will try and let you know ahead of time if someone has a food allergy or is a vegetarian.
- ◆ **Phone:** Phone privileges are left up to you to grant if they are not an inconvenience or distraction in your household.

Camp Perkins Information

Should there be any questions or concerns that arise during the day camp experience, please talk with the Day Camp Coordinator from Camp Perkins or contact the program director at Camp Perkins.



Day Camp Program

- ◆ **Day Camp Daily Schedule**
- ◆ **Sessions**
- ◆ **Sunday Volunteer Meeting**
- ◆ **Special Events**
- ◆ **Afternoon and Evening Activities**
- ◆ **Preschool Campers**
- ◆ **Ideas for your Day Camp**

Day Camp Daily Schedule

This is an example of our typical day camp schedule. You may work with the Camp Perkins staff to customize it to your congregation's needs.

8:00am Meeting at Church and Preparation
9:00am Campers Arrive – Daily Registration
(Operated by a church volunteer. Camp Perkins staff and additional volunteers are greeting and interacting with campers)
9:15am Morning Celebration
9:45am Session #1
10:30am Snack Time
10:45am Session #2
11:30am Large Group Game Time
12:00pm Lunch

(Either campers may bring sack lunches, or the church may choose to provide lunch. Either way, the church is responsible to provide lunch for Camp Perkins staff. We also encourage a cook-out one day if possible!)

12:30pm Session #3
1:15pm Stories and Quiet Time
1:45pm Large Group Game Time
2:15pm Snack Time
2:30pm Closing Celebration
3:00pm Campers Depart
3:15pm Staff & Volunteers Clean Up
3:30pm Daily debrief with Camp Perkins Team, church coordinator & volunteers
4-5pm Camp Perkins team plans for next day

Evening Activities as planned by the congregation.

**** Friday Schedule - please note that the Friday schedule is only until Noon. This will allow the Day Camp Team to clean up, wrap up with the coordinator, and return to Camp Perkins.**

Please note: The Camp Perkins staff reserves the right to adjust/change the schedule to better coordinate the program if necessary. Any and all changes will be communicated to the Congregation Coordinator as soon as possible. Suggestions for schedule changes from the Congregation Coordinator and volunteers are WELCOME as well!

The schedule may also be modified to fit the needs of a special event, such as a water day or a visit from a fire truck!

Host Home Guidelines

****This is part of the Day Camp Digital Resources. Please download and provide one to each host home.**

Thank you very much for your willingness to host the camp staff and share your home. As hosts, you are providing a key aspect of the ministry of Camp Perkins. Without you, we would not be able to serve congregations as we do. The staff always rate the experience of staying with kind and caring people as a highlight of their summer. You are helping young people grow in understanding of the Body of Christ.

We consider serving on camp staff as more than a job. It is an opportunity to serve in ministry and live in Christian community. Because of this, we have clear expectations of our staff to enable them to do the best job they can do. Here are some helpful things to know about the expectations we have of the staff:

Personnel Policy Information

- ◆ **Alcohol use:** Because of the importance of the ministry to children and the role models we serve as, our staff are not permitted to consume alcohol during their time at day camp.
- ◆ **Drug use:** Drug use is prohibited at all times.

Life in Your Home

- ◆ **Pets:** Please communicate with the Day Camp Coordinator from your congregation if you have pets. Pet allergies are common and we'd like to pair you with folks who can enjoy your pets!
- ◆ **Transportation:** Transportation arrangements should be made in conjunction with the entire Day Camp Team and the Congregation Coordinator.
- ◆ **Sleeping:** Please let the coordinator know if staff should bring sleeping bags. Beds, couches, and floors are all acceptable! Males and female staff should be housed in separate rooms, but it is not necessary to house them in separate homes.
- ◆ **Curfew:** We encourage staff to be sensitive to the schedule of their host family. We require staff to be back to your home by 10:00 pm. However, if your family lifestyle calls for an earlier time, don't hesitate to inform the staff.

Set up a check-in/check-out table in the narthex or community room for parents to go to when they check in and check out their camper. Please be certain that the person that is picking up the child is one of the authorize people listed. If not, *do not release the child to that person*. You must call the parents listed on the registration form. If children are walking or riding their bikes home, have them sign themselves out.

Post a master list at the table for each group volunteer to help manage names and parent information, i.e., approved drivers. The Group volunteer can make any notes next to the camper's name regarding additional drivers or daytime appointments the child may have.

Have campers pick up and drop off their name tags with their group volunteer, and keep the name tags at the church. This helps with knowing who has/hasn't been picked up or dropped off.

As parents drop off their children in the morning, the group volunteer can check in with the parent to see how the child's evening and morning were and give the camper their nametag. Likewise, at the end of the day, the group volunteer can check in with the parent in regard to their child's day at Day Camp and receive campers' nametags for the next day.

Evening Day Camp Schedule

If a congregation chooses, they can host their day camp in the evening. Day camp will run from Sunday through Thursday, with the day camp team departing on Friday morning. This is an example schedule for an evening day camp program.

5:45	Silly songs, large group games
6:00	Opening
6:15	Session 1
6:45	Game
7:15	Snack
7:45	Session 2
8:15	Closing
8:30	Campers Depart

Sessions

During sessions, campers rotate between different stations with their group volunteers that the Camp Perkins Staff lead. The campers will be divided into age and size-appropriate groups.

9:45am-10:30am

- Group #1 Bible Study
- Group #2 Craft
- Group #3 Camp/Outdoor Activities

10:45am-11:30am

- Group #1 Craft
- Group #2 Camp/Outdoor Activities
- Group #3 Bible Study

12:30pm-1:15am

- Group #1 Camp/Outdoor Activity
- Group #2 Bible Study
- Group #3 Craft

The Bible Study time will follow our summer theme but will utilize modified Bible Studies from the on-site program that are age appropriate.

Craft time will reinforce the daily theme in some way. The year's craft projects will be sent to the Congregation Coordinator before the start of summer. ***Although the cost of day camp does cover***

the supplies for the crafts, the congregation is invited to gather donations as another way to support the ministry of Camp Perkins!

Camp and Outdoor Activities will vary with each group and will be catered to the age group involved. This can be games outside, a nature hike around the church in search of bugs, or other outdoor activities, and it will include archery at least once.

Sunday Volunteer Meeting

On the Sunday evening before the day camp week starts, the congregation will plan a volunteer meeting so that the Camp Perkins staff can meet everyone they will be working with during the next week. When you are working with your Day Camp Coordinator you may plan out the content and timing of the meeting. Feel free to plan on some games, singing, devotions, or a pizza feed! This meeting is very important to the success of your volunteer program and allows everyone know what to expect from each other for the next week.

responsible for making phone calls to the families and securing the necessary forms and/or information.

Children who do not have emergency information on file should not be allowed to participate in the Day Camp program. Don't let this happen - reminders are always helpful for hectic family lifestyles, especially in the summer when there may not be a definite schedule.

Camp Perkins needs a copy of each registration form. Send these home with the team on Friday. We use the information on the forms to communicate with campers throughout the year.

Secure the Day Camp Registrar or contact name and establish fees and a registration cut-off date so this information can be listed on your Registration Form. Have enough copies on hand so that you can easily and quickly accommodate materials requests.

Registrations will start to come in as soon as you distribute the materials. As you know, some folks are always the early birds and some are always running a little bit late -- plan for this. Establish how your camper groups will be created. It may be helpful to sort campers into groups as you receive their Registration Forms.

Camp Perkins requests you contact us with the number of campers 10 days before your Day Camp week. The more you know about your day camp numbers, the better prepared we can be too.

Check-in/Check-out of campers

We suggest setting up a daily check-in and check-out system utilizing the downloadable check-in/check-out sheet. We all know how quickly a child can disappear and how easy it could be for a child to get confused and go home with the wrong parent or a neighbor, but by setting up an easy system, campers stay safe and volunteers and parents stay informed.

- Use signs to help direct traffic both inside and outside.
- Place volunteers inside and outside to help keep an eye on safety and to give your Day Camp a welcoming atmosphere.
- Position a few volunteers to 'fetch' campers from the other room during the check out process. The Camp Perkins Staff will lead campers in games and songs during this time.

Camper Registration

Camp Fees

The fee Camp Perkins charges your congregation covers a portion of the program supplies, counselor salaries, and transportation for the Camp Perkins staff. The fee is enough to run a program for up to 30 or 40 campers, depending on your option. An additional \$5 is charged for every camper over your base number.

Your congregation establishes the fee you charge campers who attend Day Camp. Some churches have been able to build Day Camp into the annual budget. Others have divided the total fee between the estimated numbers of campers and have then established the fee based on passing all costs on to the campers. Indicate your established fee clearly on all documents used to promote the event.

Since fees are established by your congregation, payment to Camp Perkins at the end of the Day Camp should be made in a single check from the church instead of the individual checks received with the registration. Check with your congregation's treasurer or Church Council to establish a system for depositing the camp fee funds and for final payment to Camp Perkins at the end of the Day Camp week.

Registration Form

We provide you with a Registration Form to use. You can find this on the Day Camp Resources Web-site. It is ready to print off and write in contact information. **If you choose to use your own form, please contact the Program Director at Camp Perkins.**

The Registration Form should be due prior to the start of Day Camp. Ideally, they would be in at least two weeks prior to the start of Day Camp, so you could review them and have time to call with questions. We know parents sometimes see forms as a burden, but it is an important part of caring for the camper. It is a good idea to have extras on hand for walk-in registrations.

The Camp Perkins staff will not need to review the Registration forms but should know if there are any specific allergies or conditions to be aware of. If campers come on Monday and do not have forms on file, the Congregation Coordinator will be

Special Events

Help to make your day camp week a memorable one for your campers and for others! You are encouraged to add on special events throughout the week to add that little extra touch to day camp. Here are a couple ideas:

- **Retirement Home Visit** – The day camp could visit a retirement home or nursing home. They could sing songs, make a craft with the elderly, or just visit!

- **Fire Department Visit** – Try a visit to the fire department, or the fire department may be willing to send a truck to your church!

- **Water park/Water-fun Day** – Maybe you have a water park nearby, and you would be able to hold a youth event there. Or, just a hose at the church will do, along with water balloons! If you do ANY swimming activities, you are required to have your lifeguards (1 lifeguard per 20 swimmers, and at least 2 lifeguards, regardless of the size of the group) – the Day Camp team will not be able to serve as lifeguards.

- **Service projects** – Organize a trip for your Day Campers to volunteer at a local homeless shelter, a food/clothing bank, pick-up trash in a local park, volunteer with the city to paint over walls with graffiti on them ... the options on this one are limitless. You just need to look around your town!

- **Locally specific specialties** – What is your area known for? Take the youth on a field trip to the Discovery Museum, the local park, or whatever might be unique to your area.

****For any off-site field trips, you will need to use the included permission form. Be sure to think through transportation and other safety issues!**

Afternoon and Evening Activities

The Camp Perkins staff is yours to use for the whole week! Please make the most out of this opportunity! This is one of the best ways to involve the whole congregation in the day camp week. Some ideas include:

Jr./Sr. High School Youth Night – If you have a youth group that isn't part of the Day Camp, then this is a perfect way to get them involved in the week. The Team would be able to lead activities, games, and devotions. Your coordinator would need to handle the publicity ahead of time, as well as any other details (food and special activities like water-skiing, laser tag, hiking, swimming – whatever is available in your town)

Family Night – What an incredible opportunity to reach out to the families! Have a BBQ and bring-a-dish to pass meal. This works well on a Thursday evening as a wrap-up for the week. The Camp Perkins Day Camp team would love to prepare the youth to share something special for the parents.

6. After camp is over

- Pay balance due with 30 days of completion of camp
- Provide Camp Perkins with the originals of all the Health Forms
- Turn in all other necessary forms (Evaluation, next year date Request...)

Responsibilities of the Congregation

1. Welcoming – Sunday night

- Meeting time for your volunteers and the Camp Perkins Staff

2. Host families / Hosting the team

- Meals from Sunday dinner to Friday lunch.
- Provide sleeping arrangements and bedding for the team.

3. Registration

- Notify Camp Perkins of final count of children 10 days prior to Day Camp so we can bring enough supplies.
- Return all necessary forms to Camp Perkins 10 days prior to Day Camp (Facility and Program, Lodging and Meals, Staff and Action Planning). ** keep a copy of these forms for your own records as well*
- Make sure all campers have turned in the Camp Perkins Day Camp Registration, Health, and Release Form before participating in the program.
- Someone from church to handle registration each morning, checking each child in
- Someone from church to handle the check-out for each child

4. Public Relations

- Let your congregation know we are coming!
- Bulletin inserts, flyers, announce in Sunday worship weeks before Day Camp...
- Promote and advertise.

5. During the Week

- Volunteers from your congregation! (1 volunteer for every 8 campers)
- Additional helpers - registration, snack, emergency help
- Snacks for every day (Beverage for lunch?)
- Plan appropriate evening activities

Preschool Campers

The Camp Perkins Staff are carefully selected and go through an intense three week training prior to serving at your congregation. This training specializes in care for grade school camper's (aged K-6th grade) junior and senior high. While we invite pre-school campers to join in attending and singing in the opening and closing music, our staff are not able to provide any preschool programming. The congregation is responsible for providing additional programming for them.

The Camp Perkins Day Camp program and crafts are not suited to the preschool age. Additionally, preschoolers have a difficult time going longer than 3 hours at Day Camp. So, ***we suggest that you keep your Day Camp open for preschoolers, but that you run their program with your own volunteers.***

We suggest you get 1 volunteer for every 4 preschoolers, come to the opening song/worship time with the large group (led by Camp Perkins staff), then provide the next 2 hours of preschool activities (your own crafts, nap-time, games, etc.), led by your staff.

The preschoolers would be able to come to the Camp Perkins-led opening song/worship time, but would not be charged in the fee for Day Camp. Then, the preschoolers would depart after 2-3 hours.

Ideas for Your Day Camp

Snack Ideas

- Nutritious
- Easy to make
- Easy to clean up – think no trash
- Granola Bars
- Water, 100% juice, or Milk
- An example menu is located on the resource CD

Lunch Ideas

- Sack Lunch that campers bring
- Sack Lunch the congregation provides
- Hot lunch the congregation provides – think volunteers!
- Serve Water or juice instead of kids bringing their own drinks
- Offer an environmentally friendly Day Camp site by using non-disposable cups, plates, and utensils for lunch

Intentional & Intergenerational Ideas

We have found Day Camp to be a great time for campers to get to know the Pastor, youth worker, and other church staff members in a more personal way. We encourage you to invite these adults to take part in the Day Camp program as much as they are available.

All Camp Ideas

- Guest Speakers – bring in the firefighters or a veterinarian
- Waterday – you provide the water balloons & buckets, we provide the games
- Cookouts!
- Trip to the local park or swimming pool
- Field trip to the zoo
- Service Activities

Responsibilities of Camp Perkins

1. Prior to arrival, the Program Director will arrange the week for your day camp and provide the congregation with various resources to help the congregation's Day Camp a success! The Program Director will serve as the primary contact until the summer staff leadership arrives. A Day Camp Coordinator will contact the church in late May to introduce them and take over the role as primary contact and work to finalize the details of the Day Camp.
2. The Camp Perkins Team will arrive on Sunday afternoon or evening and meet with your coordinator, volunteers, and host families.
3. The team will transport themselves between the host family household and church, and to families that are hosting them for meals.
4. The team is responsible for planning & leading 6 hours of Day Camp per day with song and worship time, crafts, Bible studies, and various camp games and activities.
5. Camp Perkins is responsible for providing all necessary equipment for the Day Camp program, but may ask for assistance from the congregation, especially for large items.
5. The team is available in the evenings for extra programs as described in the Evening Program section of this handbook, including organizing and facilitating a family program for the parents and youth coming to Day Camp.
6. The team is required to be **FLEXIBLE** to whatever the congregation needs!

Two Weeks before your Day Camp...

- ...Pray
- ...call Camp Perkins with your best estimate of camper numbers.
- ...fax or e-mail your vital stats sheet.

During the week of your Day Camp...

- ...Pray
- ...expect a call from the program director on Monday afternoon/evening to check in on day one of day camp.
- ...daily check-in with the Camp Perkins team leader to evaluate the day and make corrections for the next day...as simple as "What did you like? What needs to change?"
- ...sit down with team leader at end of week to finalize numbers and the bill. If possible, please send money back with team.

The week after your Day Camp...

- ...Pray
- ...fill out the Day Camp evaluation while the week is still fresh in your mind, and mail back to Camp Perkins.
- ...if your church would like a Camp Perkins team back next year, fill out the date request form, and send that in to reserve your spot!
- ...breathe! Phew! Nice job! Go eat some ice cream!

Involve the Camp Perkins Staff

We ask that you involve the Day Camp team in activities outside of the Day Camp day. The staff would delight in joining your congregation for Bible Study, midweek worships or social activities. We urge you to utilize the Camp Perkins staff as resources by inviting the team to participate in or lead activities in your congregation. We ask you to provide this information to your day camp coordinator 2 weeks before Day Camp to help us prepare for your Day Camp week. Below are some examples of evening programs you can host during the Day Camp week.

The Camp Perkins staff will be ready after 5:00pm to run evening programs. Until that time, they are preparing for the next day.

Evening Program Ideas

Evening Activities provide an opportunity for staff to meet other members of the congregation and to share their faith, commitment to the ministry, and enthusiasm for the Gospel. *If your congregation is requesting an evening program, Camp Perkins will provide, within reason, what is necessary to run that program.*

- Evening Prayer Service
- Church-wide Group Building Games
- Make your own pizza night
- Banner Making
- Putt Putt and Prayer
- Fun Campfire and S'mores
- Middle School Night
- High School Night
- Young Adult Night
- Family Night

Things to think about as you put together your plan:

- The Camp Perkins staff is in town for the week as your outdoor ministry resource – they can lead or participate...or both at the same time!
- If transportation to any activity is necessary, your congregation takes on the transportation responsibility and the liabilities that come with transporting children.
- Field trips should be planned well in advance so families are aware. Any trip offsite should include an emergency and contingency plan and will need to be communicated with your Day Camp Coordinator.
- For any special event where a change of schedule or dress is necessary be sure to give parents a heads up! (wear a swimwuit and sunscreen for waterday, no sack lunch on cookout day, etc.)
- For cookouts, your congregation is responsible for providing the grills and the food.

Timeline

When you get this handbook...

- ...Pray
- ...be sure you have filled out and returned the Day Camp Contract with your \$250 deposit
- ...make yourself familiar with the information in this handbook. Split up the responsibilities between other volunteers and/or church staff.
- ...start promoting Day Camp at least once per month between now and summer.
- ...recruit your volunteer help *now*. If you want this to be a great Day Camp, you will need to have 1 volunteer for every 8 campers!

During April, May, & early June...

- ...Pray
- ...attend a day camp workshop! Dates and times can be found on the web-site!
- ...arrange for lodging for the Camp Perkins team (3-6 staff) and meals for the staff.
- ...arrange and split up responsibilities for snacks, special activities, or any field trips your congregation may want to do.
- ...if you are having a Pre-school program, make plans now. Find leaders, volunteers, crafts, Bible studies, etc.

A month before your week of Day Camp...

- ...Pray
- ...do some heavy-duty publicity of Day Camp – weekly announcements, posters, phone calls, mailings – see the manual for more ideas.
- ...inform your volunteer staff of the Sunday afternoon/night orientation session that will be led by the Camp Perkins staff.



Day Camp Logistics

- ◆ Timeline
- ◆ Responsibilities of Camp Perkins
- ◆ Responsibilities of the Congregation
- ◆ Camper Registration
- ◆ Host Home Guidelines
- ◆ Policies and Procedures



Volunteers

- ◆ Volunteers
- ◆ Volunteer Position Descriptions
- ◆ Volunteer Search Tips

Volunteers

Volunteers are a key element to the success of the Day Camp program. Finding and equipping volunteers is something that can be fun and inspiring, as well as pay off in the future as you watch campers and volunteers create mentoring relationships that go far beyond the week of Day Camp.

Volunteers are responsible adults or high school/middle school students who love to have fun, enjoy kids, and are willing to talk about their faith. Being a Day Camp volunteer is a neat introduction to the exciting world of youth ministry. Please plan on having 1 volunteer for every 8 campers.

To begin to develop your volunteer team, you will need to know what volunteer positions are necessary to run a Day Camp week.

Must Haves

- Congregation Coordinator
- Host Families
- Group Volunteers
- Food Volunteers

Extras

- Junior Volunteers
- Parking Lot Volunteers
- Day Camp Historian/Journalism Volunteers
- Promotion Volunteers
- Day Camp Registrar Volunteer
- Other on-site assistance
- Steering Committee

****Contact the Camp Perkins office to find out what High School Youth in your church or community have attended our Leaders in Training (LIT) program and may have a lot to contribute as volunteers!***

OTHER SEARCH TIPS

- Write out the volunteer position expectations
- No sugar coating -- give honest information about the commitment
- Remind volunteers (frequently) the importance of their time
- Highlight what they are getting from the experience (remember *why* people volunteer)
- General announcements, bulletin inserts, and sign-up sheets are fine, but mix them with meeting people face to face, one on one, or in small groups
- Share with people why *you* are volunteering, and invite them to join you
- Personal Contact is KEY: Either face to face or by phone
- Meet potential volunteers for tea or coffee, or invite them to the last five minutes of a meeting so they can hear the Steering Committee "in action"
- REMEMBER: Getting the right people involved is important. WHO has a love of the Gospel and is passionate about sharing it with children?
- Ask others to help you recruit volunteers. Everyone has friends!
- What impression do you want people to have when they think of your congregation's Day Camp Ministry? Who will help you build and model that?
- Ask people to volunteer for small odd jobs, like setting out and cleaning up snack.
- Break the time commitment into two parts: Morning and Afternoon (*Just make sure there is some consistency with group volunteers to carry through the day.*)
- Tell people how to contact you to get more information or to sign up. Make it an easy next step.
- *Create the idea that being a part of the Day Camp week is a fun experience for volunteers through fun-filled promotional displays and projects. Try to send a message that states, "This is so big you don't want to be left out."*

because they believe the cause is right. This is the highest level of motivation.

McKee also suggests to enlist volunteers at all three levels, encouraging each level to recruit other volunteers for the reasons that she/he is volunteering.

WHO are my volunteers?

Something else to consider as you begin to think about volunteer recruitment is WHO. Who do you want as your volunteers?

- Senior citizens?
- High School Youth?
- Parents?
- Empty-nesters?

Your volunteer recruitment plan should highlight and reflect WHO you want as your volunteers, i.e., if you use a picture display, make sure the faces in the pictures reflect the WHO.

As you consider the WHO, consider:

WHO in your congregation has a passion for youth and children?

WHO loves to play with children?

WHO has a vision for children's ministry in your congregation?

WHO already has the heart to teach children?

WHO loves to serve others?

WHO enjoys working behind the scenes to get things done?

Knowing the answers to the WHO gives you a list of people to start talking with about volunteering at Day Camp. If your list is short, ask the third Question: WHERE. This will help you find WHERE the WHO's can be found.

WHERE do I find these Volunteers?

WHERE can I find these passionate people? WHERE are these kinds of people already gathering?

- Adult Groups?
- Sunday School Teachers? Teacher Aides?
- Children's Ministry Committee?

Getting the answers to these three questions gives you a better idea of why people volunteer, who you want as a volunteer, and how to find these valuable resources for your Day camp program.

Volunteer Position Descriptions

Must Haves

***All volunteers are expected by Camp Perkins to meet the following expectations:**

- Be on time for meetings in morning & after each Day Camp day
- Be present at Day Camp during assigned time
- Work with the Camp Perkins staff as directed by either the Camp Perkins staff or the Congregation Coordinator

Congregation Coordinator

The Congregation Coordinator is a liaison between the congregation and Camp Perkins. The Congregation Coordinator should be onsite the entire Day Camp week to answer questions about facilities, volunteer schedules, and campers. They also serve as the contact person for the congregation regarding volunteers, schedules, camper registration information, and extra programming (evening programs, All Camp Activities, etc.).

During the weeks prior to Day Camp, the Coordinator secures volunteers, host homes, sack lunches, and snacks for each day. They also promote Day Camp and work with the Registrar (or act as the Registrar). The Day Camp Coordinator should be familiar with the registration form and other forms to help answer parent's questions regarding the use of these forms.

Host Families

- Provide a sleeping and bathing area for any staff staying at their house
- Provide meals for staff throughout the week in coordination with Congregation Coordinator
- Be present in some way each evening so staff are not alone in the house
- *Please refer to the Host Home Guidelines download for a more detailed list of expectations.*

Group Volunteers

Group Volunteers serve as a group leader for a set of campers. Group Volunteers need to be on-site by 8:15 a.m. every morning for the morning devotion meeting and should plan to stay on-site until 3:45 following the conclusion of the Day Camp day.

**Group volunteers can share responsibilities for the day, with one volunteer serving in the morning and another in the afternoon. For consistency and ease of communication, we recommend that this be done only when no other arrangements can be made.*

One of the main duties of the Group Volunteers is to work at building relationships with the campers. Learning the names and at least one unique thing about each of the campers will help these volunteers build on the relationship after Day Camp is over.

Group Volunteers work directly with a group and serve as a second hand and eye for the Camp Perkins staff. Many times, the Camp Perkins staff will need the help of these volunteers to work directly with campers who need more one on one attention. These volunteers will also help with behavior management and crowd control.

Leaders in Training that have completed the Leaders in Training Program at Camp Perkins can serve as group volunteers, even if they are not 18 years old. Check with the program director to see if any of the youth at your congregation have completed LIT Training.

Food Volunteers

Snack Volunteers prepare and serve mid-morning and afternoon snacks. These volunteers need to be at the church at least ½ hour before to prepare the snack and to serve. Snack volunteers also provide clean up services after snack time, which should include wiping down tables after snack time to get ready for lunch. If the snack volunteer is also responsible for purchasing or making the snack, please encourage healthy snacks. Water, 100% juice, or milk add to snack time and should be considered when planning the snack menu.

Volunteer Search Tips

As you begin to think about searching for volunteers, ask yourself three questions: WHY, WHO and WHERE. As you answer these questions, you'll begin to make a list of potential volunteers, as well as a way and a reason to tap into groups you've never thought of as a potential volunteer base.

WHY do people volunteer?

People volunteer for a variety of reasons. As the Congregation Coordinator, you may already know why you volunteered. Perhaps someone asked you or encouraged you to. Maybe your child has participated in the Day Camp program in the past and you wanted to get involved. Maybe you drew the short straw. Either way, there was a reason you said, "Yes."

According to Thomas McKee, a leading volunteer management speaker, trainer and consultant, there are three reasons people volunteer:

- 1) Basic Level: Self-serving drive
- 2) Secondary Level: Relational drive
- 3) Highest Level: Belief drive

McKee has these explanations to offer:
When we recruit at the basic level, we stress the personal benefits volunteers will receive when they work in our organization.

People also volunteer because of friendship. When a friend personally asks someone to volunteer, it is often hard to say, "No." If the friend is excited about a certain cause, he or she is the best person to do recruiting. Relational marketing is one of the most effective marketing tools. I.I.R. or investing in relationships is one of the strongest stimulators for our inner motivations.

The level of belief is the strongest level of commitment. When people volunteer because of their passion for a cause, they actually believe in our cause and we have the strongest level of commitment. When people believe in the cause of the organization, even if that cause will cost them a great deal of personal sacrifice and pain, that is when the volunteer is highly motivated. This is true inner motivation that is on the level of Ghandi or Mother Teresa. People join and volunteer

a Day Camp week. This committee can help find a volunteer to be the Congregation Coordinator.

Thank-You Volunteers

You can gather yet another group of people to get involved by putting together a Thank-You crew. These folks can put together a thank-you dinner or event to honor and celebrate all the people who helped make Day Camp happen in your congregation.

Lunch Volunteers provide sack or hot lunches for the Camp Perkins staff. Pre-packed lunches or supplies for the staff to make their own lunches both work well.

There is also a need for Lunch Volunteers to aid with set up and clean up of the lunch site. Clean the tables before and after use, empty the trash, and take out the recycling.

If your congregation provides lunch for the campers as well as the Camp Perkins Staff, your lunch volunteers would be in charge of organizing and distributing lunch items to each camper. These folks may want to obtain a Food Handlers Card if they are handling a lot of food or are a part of the preparation and storage of the food you will be serving.

Dinner Volunteers are a great way to incorporate more people from your congregation in the Day Camp week. Your congregation is responsible for feeding the Camp Perkins staff the entire week. Finding families or individuals in the congregation to host the team for dinner is fun for the Camp Perkins staff as they get to know more members of your congregation. We recommend finding a different family to host each night.

Extra Volunteers

Junior Volunteers

Junior Volunteers are also another eye and hand for the Camp Perkins staff. The students who serve in this role work directly with a group of campers. They help with crowd control and behavior management. Because of their age, Junior Volunteers are not working alone with a group of campers or an individual camper. Instead, Junior Volunteers have responsibilities that aid the counselor in the presentation of experiential activities and encourage enthusiasm in the campers through conversation and role modeling.

A SPECIAL NOTE ABOUT MIDDLE SCHOOL VOLUNTEERS

In order for middle school (and most high school students) to get the most out of the week, here are a few things to think about before you make your decision to include them as members of your volunteer team:

- *Middle school youth need additional support and training to be effective and successful at staying within the boundaries between being a volunteer and a camper. We find that this is both a struggle for the middle school students and the camp itself, and it sometimes prevents staff and adult volunteers from connecting first with the campers. This volunteer setup can be effective if planned appropriately. A pre-summer workshop for this age group can help with this.*
- *Volunteers need to be able to effectively deal with problem behavior. The Camp Perkins Day Camp staff often asks volunteers to work with a child who is struggling in the group.*
- *Volunteers help lead or teach activities to the campers. We find that adults and older youth are better prepared and able to jump in when needed.*

Parking Lot Volunteers

Some churches have utilized a parking lot volunteer to help get the campers where they need to go each morning and to help keep the parking lot a safe environment during heavy traffic times. Some churches have also utilized these and other volunteers to help at the end of the Day Camp day to check campers out with the appropriate drivers as written on the campers "Approved Driver Form" section of their registration form.

Day Camp Historian/Journalism Volunteers

Day Camp Historian Volunteers can provide the pictures and personal stories of the 'Contagious Christians' found in your own congregation. Students and adults that enjoy journalism and community relation jobs will add extra color to your Day Camp Volunteer team! Invite them to publish a daily take-home newsletter full of pictures and stories from each Day Camp day.

Promotion Volunteers

Seek out volunteers to help you recruit campers and other volunteers. Because there are so many opportunities for folks to be involved in Day Camp, you will want to start sharing the news early on. Invite folks to join in the promotion fun, too. Party decorating retail stores have fun hats and favors that might help you put a little sizzle into your promotion. Letting the volunteers dress the part will build excitement for the Day Camp program.

Registrar

The Registrar is in charge of collecting and distributing registration forms, money, and registration acknowledgements as well as anything else you add to your registration process.

The registrar should be on site at least on Monday and Tuesday morning to help organize final payments or missing forms. It is also helpful to have the registrar present each morning when campers arrive in case there are additional papers to gather or parents needing to add to the Approved Driver section of the Registration Form.

Other on-site assistance

Pastors, Vicars, Directors of Christian Education, and ministry interns are encouraged to join with the Day Camp staff for morning devotions and to participate as often as possible in the Day Camp program. Campers enjoy having the clergy and professional church workers involved while getting to know them on a more personal level. What a great way to connect with the youth in your church than at camp - a life changing experience!

We also want to learn about your mission and ministry as a congregation - we are interested in your church community. In addition, many of the Camp Perkins Summer Staff members are preparing for work in the church, so introducing your church staff and pastor to them would be beneficial to their education and can help them learn first-hand.

Steering committee

The steering committee serves as a backbone, support, and guide for the Day Camp Coordinator. This group can be comprised of a variety of persons from the congregation and can be responsible for the initial contacts with Camp Perkins to secure