

# **YOUTH CAMP 2026**

**Regional Youth & Discipleship Director, *Corey Fifer***

## **REGIONAL YOUTH & DISCIPLESHIP BOARD**

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## Notes

## The Purpose & Goal of Youth Camp:

- < **Our purpose:** To provide EVERY camper with an opportunity for an encounter with God through Jesus Christ, while providing physical, mental, and social activities designed with the camper's best interests in mind.
- < **Our goal:** To send EVERY camper home enriched in soul, mind, body and spirit.

## Youth Camp Objectives:

1. To win every unsaved camper to Christ.
2. To see all campers grow in their spiritual walk and to experience the fullness of the Holy Spirit.
3. To instill in the lives of the campers the importance of daily prayer, Bible study, and worship.
4. To provide a personal counseling for spiritual needs when necessary.
5. To provide opportunities for leadership, service, and application of spiritual truths.
6. To offer orientation and training for ministry within the local church.
7. To establish good attitudes toward the body as the Temple of God.
8. To provide an atmosphere conducive to Christian fellowship and personal relationships.
9. To provide a balance of spiritual, mental, physical and social activities.
10. To see the campers have FUN while we have FUN too!

## 3 fold promise:

1. We will be a 24-hour-a-day consistent example before them of a real Christian life.
2. We will do everything in our ability to lead each one to a relationship with Christ.
3. We will lead them into the presence of God every night and seek to see every one of them baptized in the Holy Spirit before they leave!

# Youth Camp Rules and Regulations:

1. All campers, Dorm Leaders, and staff will be under the supervision of the Regional Y&D Director.
2. All campers will be under the direct supervision of their Dorm Leaders.
3. All support staff will be under the direct supervision of their respective supervisor.
4. Positively no use of tobacco, narcotics, alcohol, matches, lighters or fireworks will be permitted on camp grounds by staff or campers. (Immediate dismissal from Camp is practicable for infraction)
5. No profane or foul language of any kind is permitted.
6. No one is allowed to leave the camp without direct permission from the Camp Director, or in his absence, the consent of the Camp Coordinator.
7. Males and females must stay in their appropriate dormitory vicinities. At NO TIME shall ANY male be in the female dormitory and vice-versa without direct permission from the Camp Director.
8. Although healthy relationships are encouraged, undue familiarity between the sexes (hugging, kissing, etc.) will not be permitted.
9. All campers and staff must dress modestly in accordance with the teachings of the Scriptures and the Church of God. (Underwear shall be covered at all times, halter tops and clothing that shows the midriff are NOT allowed at camp)
10. Shirts and shoes are to be worn at ALL TIMES during outdoor recreation and otherwise.
11. Clothing is to be worn to and from the lake. (A towel is not considered clothing!)
12. All campers, Dorm Leaders, and staff shall attend services and classes unless given direct permission from the Camp Director or Camp Coordinator.
13. Campers and staff are expected to keep their bodies and dormitories clean. Dorm inspection will be held on a daily basis.
14. In case of illness or injury the Camp Nurse and Head Dorm Leader shall be notified. ALL medication shall be dispensed by the Camp Nurse.
15. In case of serious injury the Camp Nurse and Head Dorm Leader shall be notified immediately. The Head Dorm Leader shall in turn notify the Camp Coordinator and Director.
16. There is to be NO rough-housing, wrestling, or play fighting at any time. Zero tolerance.
17. Do not stand on or jump from the beds. Please take care of ALL of the furniture. Do not move any furniture in the dorms, as this may pose as a health and safety hazard.
18. Any breach of the Youth Camp rules and regulations will be subject to disciplinary action, to the extent of immediate dismissal from camp.
19. Major disciplinary action will result in disqualification from any camp superlatives or honors.
20. Campers may ONLY leave camp with a parent, guardian, or one designated by guardian.
21. The telephone is OFF LIMITS to all campers and workers except for in emergency situations.

# **GUIDELINES FOR ALTAR WORKERS:**

**One of the most important aspects of youth camp is what happens in the altar.**

- The altar is a place of dedication and total commitment.
- The altar is where campers make decisions to change their life.
- At the altar, qualified workers can be used by God in a miraculous way.

## **DETERMINE THE NEED.**

Nothing is more embarrassing or more futile than praying for the salvation of a camper for 15 minutes only to learn that the camper is already saved and praying for the healing of his grandmother, or the reunion of her parents. **BEFORE** you pray for them, ask them for their name and what exactly can you help them pray for.

## **LEAD THE SEEKER IN PRAYER.**

After the need is determined, **LEAD** in prayer rather than praying a monologue prayer. (In addition, please leave the back rubbing to the chiropractors)

## **ALLOW THE HOLY SPIRIT TO DIRECT YOU.**

**DEPEND** upon the Holy Spirit to direct you. If you will be sensitive to His direction and leading, the altar service will belong to Him and it will become the highlight of the camp.

## **NEVER “MANHANDLE” A CAMPER**

Nobody likes to be pushed around, or pushed to the ground. When a camper or staff member is slain in the Spirit it is a beautiful and wonderful thing. When someone is pushed or forced, serious injury as well as spiritual angst, fear or reproach could be caused. Allow wisdom to grace your zeal.

## **AFTER THE PRAYER...**

Give an affirmation that God heard their prayer. “Is there anything else I can pray with you about?”

# **NCR YOUTH CAMP POLICIES**

## **A. PRE-CAMP TRAINING SESSIONS**

1. The purpose of the Training Sessions is twofold:
  - a. To train the workers in the areas of their responsibilities.
  - b. To prepare the workers spiritually to work with the campers.
2. Pre-Camp Training Sessions will be made as convenient as possible for the camp staff to attend. However, attendance is mandatory. Any exceptions must be approved by the Regional Youth and Discipleship Director.
3. Workers shall not bring non-camping children to camp.

## **B. STAFF MEETINGS**

1. A staff meeting will be held daily as determined by the Regional Youth and Discipleship Director.
2. All staff members shall attend the staff meetings except those involved in the oversight of the campers at that specific time.
3. The purpose of staff meetings are to discuss and resolve any situations relating to the camp, such as scheduling, discipline, spiritual concerns, etc., and to inform the staff of the various activities of the day. A time will also be given for prayer.
4. Any discussion of grievances or challenges shall be considered confidential and confined to the discussion in the staff meetings. They are especially not to be discussed with the campers.

## **C. PERSONAL CONDUCT AND HYGIENE**

1. All workers shall be an example in personal conduct and hygiene.
2. Cabin Leaders shall be responsible for camper conduct and hygiene. A pre-camp health screening will be required during registration.

3. A goal of camp is to establish healthy habits, cleanliness, adequate rest, proper diet, wholesome exercise, and develop a good attitude toward the body as God's temple.
4. Foul language, smoking, drinking, or use of illicit drugs are not permitted.
5. **All campers & staff will adhere to the camp dress code. The camp leadership reserves the right to ask anyone to change if their attire is deemed to be inappropriate.**
6. **HAZING / PRANKING** - "Hazing" and "Pranking" will not be tolerated at Youth Camp this year. Pranking is interfering with someone's personal belongings, or their person (including but not limited to shaving cream, hiding clothes, etc.) For some, practical jokes seem harmless and fun and some "victims" of hazing take it all in stride. However, some victims of practical jokes are caused great humiliation and shame. Many times, practical jokes cause damage to property and cause unnecessary hurt feelings. Unfortunately, blatant violators of this "no pranking" policy will be sent home.

#### **D. ATTENDANCE OF CLASSES AND WORSHIP SERVICES**

1. **All campers and staff shall attend worship services, remaining until dismissed.**
2. All campers and designated Dorm Leaders shall attend their respective scheduled classes or special event.
3. Any absence of a camper must be cleared with their respective Dorm Leader.
4. Any absence of a Dorm Leader shall be cleared with their Head Dorm Leader.
5. Any absence of any other staff member shall be cleared with their Supervisor.

#### **E. CAMPER ARRIVAL AND DEPARTURE**

1. No campers should arrive at the camp before registration on the first day of camp unless with a camp staff person or worker.
2. All campers should depart from camp no later than **11:30 a.m.** on the last day of camp. Dorm Leaders should follow the prescribed check-out procedures.

## F. CAMPERS AND WORKERS LEAVING THE CAMPGROUND

1. **No camper or staff member shall be at liberty to leave the campground without proper authorization by the Regional Y&D Director.**
2. No one will be given permission for leaving the grounds without providing specific information as to the individual's plans and when he/she plans to return.
3. **Should a parent come or send for, or authorize a camper to leave camp, the proper check-out sheet must be signed. See page 36.**

## G. BOY-GIRL RELATIONSHIPS

1. Church of God Youth Camp encourages a healthy relationship of friendliness and courteousness among all campers and workers.
2. Christian-like conduct shall be expected of all campers and workers.
3. All campers and workers shall remain within lighted areas of activity. At night, all campers should remain on paved or designated walkways.
4. Boys are not allowed in the area of the girls' dorms nor girls in the boy's dorm area.
5. Boys and girls will follow any instructions given in reference to swimming. **Boys are required to wear a t-shirt or tank top with their swim trunks, and girls are required to wear a dark t-shirt and shorts over their swimsuits while swimming.**
6. Even though a healthy boy-girl relationship is good, it should not, at any time, hinder either camper from participating in and enjoying the regular scheduled activities. The pursuit of boyfriend/girlfriend relationships during camp is discouraged.
7. Single Dorm Leaders or workers must not permit a boy-girl relationship to hinder their responsibilities to the camp and their campers. In the event that this should present a difficulty to the flow of camp operations, the offending parties will be given one opportunity to rectify the situation or return home immediately.
8. **All workers are to abide by the same guidelines as the campers.**

## H. LIGHTS-OUT POLICY

1. The lights out time for the camps will be determined daily according to scheduled activities.
2. **All staff members are to be in the dorms for the night at "lights out." Exceptions will be made only by the Camp Coordinator or Camp Director.**
3. "Lights out" means every person should be in the room, in bed, preparing to sleep.
4. No campers shall be out of their room after "lights out".

## I. USE OF VEHICLES DURING CAMP

1. All private vehicles are to be parked in the designated areas during camp.
2. **Staff and campers are not allowed to drive personal vehicles during normal camp activities. Any exception must be approved by the Camp Director.**
3. All campers with cars are to turn in their keys at registration on the first day of camp. They will be returned the last day of camp.

## J. CLEAN UP POLICIES

1. All campers and staff members are expected to cooperate in keeping their individual rooms neat and clean at all times, and to cooperate when asked to work in cleaning the restrooms and general grounds area of the dorm.
2. Trash cans are provided throughout the grounds for trash. All staff and campers are expected to utilize these and not to litter the grounds.
3. All staff personnel shall be responsible for clean-up of their respective areas following each activity period.
4. At the close of the final activities in each respective area on the last day of camp, all campers will participate in a thorough policing of the camp area.
5. There will be a daily "clean dorm" inspection of the dorms each morning at a time designated by the Head Dorm Leaders.

6. **Rooms are to be thoroughly cleaned on the last day of camp and inspected by the Head Dorm Leaders before campers and leaders are permitted to leave the site.**

## **K. PERSONAL BELONGINGS**

1. It is the responsibility of each individual present in camp to keep up with their personal effects. Care should be exercised to prevent misplacement or loss of belongings.
2. The Y&D Department cannot be responsible for any lost or stolen personal items.
3. **A lost and found department will be provided in the Camp Store.** This will house all articles found, and these articles may be claimed by giving proper description of the article. Items will be discarded 1 week after camp. Items claimed after camp can be mailed at the camper's expense.
4. Canteen cards will be provided for all camps and all campers are urged to convert their money to a card at registration. These will be used instead of money at the canteen stand. (Mandatory for Kids Camp, optional for teens)
5. Cabin Leaders may act as bankers for campers who cannot take care of their spending money. Envelopes are available for the safekeeping of funds.

## **L. DESTRUCTION OF PROPERTY**

1. It is imperative that all property and effects (e.g. trash cans, window screens, light fixtures, sporting equipment, restroom fixtures, etc.) be treated with care.
2. In the event that property is destroyed, the camper and parents (or staff) will be held responsible for full retribution as determined by the Regional Y&D Director and Caretaker.
3. Any pranks or other activity that infringes upon the rights or property of others, or that causes damage to camp property, will not be tolerated. Such potential items of a damaging nature include shaving cream, water balloons, etc. This is a **zero tolerance policy**.
4. Absolutely no fireworks, knives, or firearms will be permitted in camp.

## M. TELEPHONE POLICY

1. There is not a designated camp phone available for campers to use. If campers have a cell phone, they can use it to communicate with parents. We cannot accept phone calls for campers unless it is an emergency.
2. **Cell Phones are permitted, but are not be used at all during services or specific activities.** While we know cell phones are great for keeping communication with parents, they can also be a hindrance during ministry times. There will be scheduled times at which cell phones may be used, but Dorm Leaders reserve the right to hold phones during “no phone” times.
3. Use of cell phones by staff is also discouraged during camp. The only exception to this is during free time. These five days are dedicated to the kids. Unless it is an emergency, or camp related please refrain!

## N. DISCIPLINE

1. In the event of minor violations of camp rules, it is the responsibility of Dorm Leaders and Head Dorm Leaders to dispose of these violations with love and prayer. Disciplinary action might include such methods as removal of privileges, minor work details (sweeping floors, picking up trash, etc.) but in **no case** will it include physical punishment.
2. All major disciplinary action is the responsibility of the Regional Director in conjunction with the Regional Y&D Board.
3. Never threaten a camper with violence, or corporal punishment.
4. Never purposefully humiliate, embarrass or yell at a camper.
5. Never “manhandle” or use force to punish or to make a camper obey.
6. If a camper is unruly and will not obey, notify the Head Dorm Leader who in turn will follow the proper procedure.

## O. CANTEEN POLICY

1. Only authorized personnel shall be permitted inside the Canteen Stand.
2. The general schedule for the opening of the Canteen Stand will be posted.

3. The opening and closing of the Canteen Stand shall conform to the camp schedule.

**P. CAFETERIA POLICY**

1. Campers and unauthorized persons shall not be permitted in the kitchen area.
2. There is to be no running and "rough-housing" in the cafeteria.
3. Gum, paper, etc. shall be deposited in proper receptacles.
4. Campers and staff shall return trays, dishes and utensils to the designated area and dispose of trash properly.
5. Breaking line is not allowed without permission. Sometimes staff members are allowed to be at the head of the line because of responsibilities that need to be fulfilled. In such case, they should be there before the serving line begins and should not break the line that is already moving unless absolutely necessary.
6. Second portions of food shall be offered only after first servings are completed. The goal of the camp is for everyone to have sufficient food without wasting.
7. Food, dishes, and utensils may not be taken from the cafeteria.

**Q. SENDING A CAMPER HOME**

1. Every effort will be made to make camp enjoyable and to retain each camper for the entire duration of the camp.
2. In the event that a camper be sent home (due to disciplinary action, homesickness, emergency, etc.) he will only be permitted to leave with the pastor, parent, or legal guardian or someone specifically designated by the legal parent. This must **always** be authorized by the Regional Youth and Discipleship Director. Proper check-out procedures will be followed.

**R. CAMP VISITORS**

1. All visitors shall register with the Camp Office before visiting camp, campers, or staff, except those visitors coming to the worship services.
2. Visitors shall be informed of Camp Policies and will be expected to abide by them.

3. Visitors shall refrain from interfering in normal camp operations.

## **S. MEDICATION**

1. All medication shall be administered by the Camp Nurse only. All Cabin Leaders will abide by the same regulations in order to avoid campers from having access to prescription medications in their dorm.
2. Upon arrival, the camper shall inform Cabin Leader of medical needs, if any, and all medicines shall be delivered to the Camp Nurse, who will work out a schedule for administering the medicine. **\*All medications must be turned in to the nurse at registration during the initial health check.**

## **T. OFF LIMITS AREAS**

1. All dwellings around the camp areas.
2. Any area outside the boundary lines.
3. Any staff room, personal camper or vehicle.
4. Any staff housing in which one is not an occupant.
5. Unauthorized persons are not permitted in the Camp Office.
6. Male workers and male campers are not to be in the female worker and female camper dorms, unless as part of a camp group activity. This same rules applies for females being in the male dorm areas.

## **U. REGISTRATION AND CAMPERS CHECK IN**

1. Cabin Leaders should follow the procedure outlined in the pre-camp training session for checking in their campers.
2. Campers not pre-registered must go to the proper registration line. Applications will be honored on a first come, first served basis, according to available bed space.

## V. WATER SPORTS POLICY

1. **All campers and workers must be well covered to and from the swimming/lake area as well as while participating in water activities.** At all times boys must wear a t-shirt or tank top with their swim trunks. Girls must wear a dark t-shirt or tank top along with shorts over the swimsuit at all times.
2. Nobody may enter the water sports area unless the lifeguard is present and in proper position.
3. All rules posted or noted by the lifeguard must be adhered to by both campers and staff. The lifeguard is in charge of the water sports activities area.
4. **ALL STAFF** should be aware of campers when they are around the water. Campers are not to be in the water unless it has been scheduled. All campers will participate in water activities as a group, and dorm leaders are not to leave at any time. Please help us avoid accidents by being extra eyes around the water areas. Dorm leaders should always keep a count of their campers and their whereabouts at all times.

## W. ROOM ASSIGNMENTS AND ROOM CHANGE REQUEST

1. The campers are allowed to express his/her preference for a roommate on the application. Every effort is made to oblige this request. Room assignments are made on a first come - first served basis. **Those who register late will have to take beds in the dorms that are available at that time.**
2. Requests for a room change will be considered only in extreme cases and then only after all other campers are settled into their dorms. If any changes are allowed they will be made after registration is completed, and all campers are present and accounted for.
3. Room changes that are approved by the Dorm Leaders will be documented on the perfected lists turned in by each Dorm Leader.

## X. CAMP AWARDS

### **SUPER CABIN AWARDS (If Applicable)**

1. Super Cabin is a program whereby the entire camp is divided into teams according to dorms. Each Super Dorm earns points through the course of the week through a variety of means. Points may be earned by (1) individual

campers, (2) separate dorms, or (3) the Super Dorm team as a whole. The winning Super Dorm is announced the last day of camp and will be recognized.

2. The following are everyday activities which may earn points for each Super Dorm:
  - a. Scripture Memorization
  - b. Clean/Dirty dorms
  - c. Team recreation
  - d. Participation in fun time events
  - e. Dorm Spirit
  - f. Exemplary Christian conduct
3. A handout will be provided for all Cabin Leaders and workers that will describe any "Super Cabin" requirements and points (when applicable).

### **OTHER AWARDS**

1. A variety of awards will be given during camp. While it is not our aim to make camp all about a competition, the competitiveness encourages teamwork, team spirit and encouragement amongst campers and staff. Staff and Cabin Leaders will be notified by the Rec. Director on which activities will be counted in the point system.
2. Cabin Leaders should encourage total participation from the entire cabin, and give extra support and encouragement to those that may not be the best at a specific task.
3. Awards and presentations will be made at the closing ceremony on Friday morning before dismissal.

### **ADDITIONAL GUIDELINES**

1. All awards will be determined and presented in compliance with guidelines established by the Regional Y&D Director and the Regional Y&D Board.
2. In the event that a camper violates camp rules and policies, the Regional Y&D Director and Camp Board of Directors can withhold any Superlative awards from the camper.

## EMERGENCY PROCEDURES

1. In the event of fire (or fire drill), the following procedure shall be observed.
  - a. The fire alarm will be activated / or an announcement on the loud speaker.
  - b. Each group Cabin Leader is responsible to see that their group evacuates the building quickly and orderly. No running, pushing, or shoving.
  - c. The Cabin Leader must be certain that every member of the group is present.
  - d. Any missing person should be reported immediately to the Head Dorm Leader.
  - e. All persons should proceed calmly to the main ball field and remain in this open area until given further instructions.
  
2. In the event of a severe storm or tornado the following procedure shall be observed.
  - a. The storm siren or loud speaker shall be activated.
  - b. Each group Cabin Leader is responsible to see that their group finds shelter in the nearest designated building including: the dorm rooms, cafeteria, or gymnasium.  
\*Please note that there is a storm shelter in the lower basement of the girls dorm as well as the kitchen/commons area of the boys dorm.
  - c. Under these conditions, no one should remain in the water area, trailers, or open area.
  - d. The Cabin Leader must make certain that all group members are present.
  - e. Any missing person should be reported to Camp Leadership making rounds.
  - f. All persons should remain in the buildings designated until given further instructions by Camp Leadership.
  
3. In the event of an Accident or Illness Emergency
  - a. Immediately see the Camp Nurse at the Nurses Station located at the Camp Office (next to the cafeteria). The nurse will have a telephone to be used in the event of an emergency, as well as a walkie-talkie radio.
  - b. If the nurse has stepped out, a note will be posted on the door where the nurse can be found, or locate any Executive Staff member with a radio to determine the nurses' whereabouts. Executive Staff members includes: the Regional YCE Director, Camp Coordinator, Business Manager, Head Dorm Leaders, Rec. Director, Camp Secretary, and Camp Nurse.
  - c. If a child becomes sick, or injured in a way that could be considered serious, the parents should be called immediately. The nurse, along with the Cabin Leader should make the

call. The Camp Director or Coordinator should be notified immediately of serious injury or when a camper needs to go home.

### **QUALIFICATIONS FOR YOUTH CAMP PERSONNEL**

1. Should be a member of the Church of God and should be at least 18 years of age to serve in a leadership position or as a Cabin Leader.
2. Shall complete an application form and have it signed by the pastor of their local church. A pastoral endorsement must be on file for each camp worker.
3. It is mandatory that workers complete the pre-camp training session and orientation. Any exceptions must be made by the Regional Youth Director.
4. All Church of God Camp staff and Cabin Leaders are considered volunteers and should carry their own hospitalization insurance.
5. All camp personnel must meet screening requirements including but not limited to a criminal background check; and are selected with the approval of the Regional Director and Youth and Discipleship Board.
6. By agreeing to serve in the Church of God Youth Camp, it is expected that all personnel will conduct themselves in a manner that exemplifies Christian character and that all youth camp guidelines will be obeyed.

# **REGIONAL Y & D DIRECTOR / CAMP DIRECTOR**

## **Duties and Responsibilities**

1. Shall coordinate and oversee the entire camp program with the assistance of the Y&D Board.
2. Shall oversee the training of all staff during the pre-camp Staff Orientation.
3. Shall define and keep the purpose and objectives of camp before all staff and campers.
4. Shall oversee and supervise all camp activities (with the assistance of the Camp Coordinator, and Business Manager.)
5. Shall decide and grant permission for any person to leave the camp grounds.
6. Shall coordinate major discipline problems that could result in camper or staff expulsion.
7. Shall oversee camp staff, ensuring that duties are fulfilled, with assistance of Camp Coordinator.
8. Shall see that the daily schedule is well known and properly followed.
9. Shall supervise all camp activities, seeing that the program functions efficiently and smoothly.
10. Shall conduct daily / or nightly staff meetings.
11. Shall resolve challenges with camp staff and shall inform and consult with the Y&D Board concerning problems of a major nature.
12. Shall give oversight to Registrar and Head Dorm Leaders in the housing of all campers and staff.
13. Shall give oversight to the work of the Head Dorm Leaders, Camp Coordinator, Activities Coordinator, Security Chief, Music Director, and Dorm Leaders.
14. Shall moderate all camp assemblies or see that a qualified person is available for said activity.
15. Shall organize and moderate the worship services with the assistance of the Camp Coordinator.
16. Shall remain at camp on the closing day of camp until all the necessary items are done.

# **YOUTH AND DISCIPLESHIP BOARD**

## **Duties & Responsibilities**

1. The Y&D Board shall work directly with the Regional Director within the general policies.
2. During camp, Y&D Board members (present at camp) shall meet at the discretion of the Director to discuss needs that may arise; and be present at all staff meetings.
3. The Y&D Board and the Regional Y&D Director shall comprise the Youth Camp Discipline Committee and shall hear and decide upon all major grievances of either campers or staff members. The Regional Director will determine if a matter is serious enough to merit a Discipline Committee meeting.
4. The Y&D Board and Regional Director shall make the final decisions for approvals for all Camp Superlatives to insure that the selections are according to the guidelines of the Camp Policies.
5. It is the duty of the Board to work with the Regional Director and the Camp Coordinator in insuring that the Youth Camp runs smoothly in all its many facets. Obviously, each member of the Board shall also duly fulfill responsibilities regarding their particular camp assignment.
6. All camp staff, including Director and Board members shall attend assemblies and worship services unless an emergency or assignment makes it necessary to be elsewhere.

# **CAMP COORDINATOR**

## **Duties and Responsibilities:**

1. Shall meet with the Camp Director prior to orientation to go over any last minute details.
2. Shall assume the responsibilities of the Camp Director in his absence.
3. Shall remain in communication with the Crystal Springs Camp Staff regarding camp needs and emergencies.
4. Shall post schedules and rules neatly in all key locations – cafeteria, chapel, canteens area, water area, dorm areas, etc. before the opening of camp.
5. Shall organize workers to make registration and opening day a good first impression on campers and parents. Directing traffic, greeting people, and giving instructions will be very important. You are the point Public Relations person.
6. Shall meet with any camp staff who did not attend the pre-camp training session to go over the camp policies, procedures, and schedules.
7. Shall attend/assist in all staff meetings, coordinating any meetings at the request of the Camp Director.
8. Make sure that all facilities are open and ready for activities throughout the day.
9. Shall ensure that all facilities are cleaned periodically during camp and shall inspect the grounds and buildings on the last day of camp prior to staff members leaving the grounds. Shall see that the grounds and buildings are cleaned to the approval of the Camp Director and Crystal Springs Camp Staff. Shall see that all equipment is collected and turned in to the Camp Director.
10. Shall be loyal to the Camp Director and work toward the success of the total camp program. Shall feel liberty to discuss any area of conflict with the Director and to promote harmony among the camp staff.
11. Shall learn the quickest route to the clinic/hospital in case of an emergency and shall assign a mature staff member to be ready when they must take a camper to the emergency room. Make sure the necessary insurance papers and parental consent forms are taken with the camper. (Never allow the camp to be without a qualified nurse, despite the emergency.)
12. See that the camp nurse and infirmary are properly equipped and working in conjunction with Business Pastor
13. Shall report any serious illness / serious infractions of rules to the Camp Director.

14. Shall assist in resolving problems with camp staff and shall inform and consult with the Camp Director concerning problems of a serious nature.
15. Shall organize altar workers and assist the camp evangelist as needed.
16. See that each activity is staffed and ready to start precisely according to the schedule.
17. Visit each activity daily to encourage staff and let them know we are interested in their contribution to the total camp ministry.
18. Be sure all buildings are secure and lights are turned off each night.
19. Insist that all staff members stay in the dorms at "lights out". The Head Dorm Leader is responsible for keeping them in. Our purpose for this measure is to give no reason for offense to those who may be concerned about worker's conduct, and to protect our good reputation.
20. Shall give oversight to the work of the Rec. Director, Camp Pastor, and Custodial help.
21. Shall remain at the camp site on the closing day of camp until all the necessary items are done and until released by the Regional Youth and Discipleship Director.
22. Shall be responsible to the Regional Director and assume any other responsibilities assigned.

# **BUSINESS PASTOR**

## **Duties and Responsibilities:**

1. Shall be responsible for the purchase of all camp supplies for adequate functioning of the recreation activities, special activities, medical supplies, and canteen supplies, and make sure that paid purchases remain within the established budget. Major purchases are to be approved by the Regional Director.
2. Shall have oversight of the canteen area and its staff.
3. See that supplies are purchased and invoices and receipts are properly signed for all canteen items. Shall keep an adequate amount of supplies on hand throughout the week, with the intent to sell out by the end of the week. Shall endeavor to purchase supplies that appeal to the age of the campers for said week.
4. Shall take a beginning and ending inventory of the canteen supplies and turn in to camp office. Shall prepare a financial statement at the end of the week showing receipts and disbursements, and submit to the Regional Director. Canteen cash cards must also be submitted. (both used cards, and those with remaining balances for refunds)
5. Shall consult with the Camp Director as to the operating times for the canteen and see that adequate staff arrives at least 15 minutes prior to the opening time.
6. Also see that canteen monies are properly counted and wrapped. Canteen money should be given to the Regional Director daily.
7. Shall supervise those who assist in the canteen stand/camp store area. Shall have a meeting prior to opening the canteen stand/camp store and go over all rules with the workers.
8. Shall keep the canteen stand clean and shall abide by all state health department rules
9. Shall see that ALL PERSONS pay for any items that they take. (Canteen workers are not exempt from this policy).
10. Shall make sure that the camp nurse keeps a written log of all accidents, that all medication is properly recorded and that all insurance forms are properly completed.
11. Shall assist in the registration process, along with designated Canteen Staff, to make available cash cards to campers.
12. Shall assist the camp secretary during registration process.
13. Shall know where the closest medical facility is and be prepared to transport campers to receive medical attention if necessary. (Work with the Camp Coordinator on this item.)
14. Shall follow procedures for "closing out" the camp store and canteen stand each night.

14. Shall work with Night watchmen to make sure shift is covered and all dorms and cabins are secured each night.
15. Shall be directly responsible to the Regional Youth and Discipleship Director and shall accept other duties assigned by the Camp Director or Camp Coordinator.

# CANTEEN STAFF

## Duties and Responsibilities:

1. Shall be directly responsible to the Business Manager. The manager shall assign a work schedule for the assistant workers.
2. Shall acquaint themselves with the schedule and arrive at the canteen stand at least 15 minutes prior to the opening.
3. Shall abide by all State Health Department rules regarding food handling. All canteen workers should wash their hands prior to beginning service.
4. Shall keep the canteen stand clean by:
  - a. Mopping and/or vacuuming the floors at the end of each day.
  - b. Keeping the floors free of ice, water and paper.
  - c. Wipe down the counters and other equipment at the close of each canteen stand break.
  - d. Empty all trash containers at the close of the canteen stand break, or as they become full.
  - e. If food is served that is not sealed, then the workers should use some type of covering or binding on their hair.
5. Workers are to remain in the canteen stand/camp store area after closing until the area has been completely cleaned and inspected by the Business Manager. **No one** is to leave without the approval of the manager.
6. Shall help to restock supplies at the close of each day.
7. Shall maintain a courteous spirit toward the campers and staff at all times.
8. Shall not eat or drink while serving the campers.
9. In the event that the Manager is called away, workers are to check with the Business Pastor to see whom he/she may designate as temporary manager.
10. All canteen workers are expected to pay for their refreshments and store items.
11. Canteen staff are not authorized to hand out any free items whatsoever. Any special exceptions can only be made by the Camp Director or Camp Coordinator.

# HEAD DORM LEADERS

MALE / FEMALE

## Duties and Responsibilities:

1. Shall ensure that all dorm leaders fulfill their duties properly.
2. Shall be directly responsible to see that Cabin Leaders and campers follow the camp schedule. Seeing that each dorm is in the right place at the right time will eliminate unnecessary chaos.
3. Shall assist the Camp Secretary in placing the campers who are not pre-registered.
4. The Head Dorms Leaders are the only authorized staff to make dorm assignment changes. Do not move campers from their original assigned dorm until all pre-registered campers have checked in and are accounted for.
5. Shall obtain a perfected list from each Cabin Leader prior to Assembly on the first day of camp. If any room changes were made for campers, it must be reflected on the perfected lists collected at this time. Once perfected lists are submitted, no room changes are to be made. This will ensure that we know where each camper will be at all times, according to the schedule.
6. Make sure that each Cabin Leader has the *Check-Out and Spiritual Results* form. Not only is this form needed to compile the spiritual statistics at the end of the week, it is **mandatory for proper check out for each camper**. No camper is to be released until signed out by a parent or guardian on this form – even if the camper is checking out early. Check-out forms must be turned in to Head Dorm Leaders before Dorm Leaders are released to leave.
7. See that each group properly cleans their dorm each day and then check and grade them for cleanliness and neatness.
8. Shall make periodic checks of dorms/rooms throughout the day, making sure that no one is in them during classes or general sessions. Shall make an evening check to make sure that everyone is in their room at bedtime and that the schedule is followed for lights out and sleep.
9. Shall see that all staff and campers attend the worship services and that all remain until they are properly dismissed. At the time of the altar service, at least one of the Head Dorm Leaders shall position themselves so that no person can leave the service without proper permission.
10. Shall appoint groups to see that the restrooms and the general area of the dorms are kept clean. These responsibilities should be spread out to involve all dorms through the course of the camp. (Consult with the Camp Coordinator on this item.)

11. Shall report all major violations of duties or policies of staff, dorm leaders or campers to the Camp Coordinator and/or Regional Director.
12. Shall report all injuries or sickness to the Camp Nurse immediately.
13. Shall make sure that all dorms respect the "lights out" policy.
14. Head Dorm Leaders should inform the Camp Director of any need meriting a phone call to a camper's parents (by the Director) in the event of illness, injury, homesickness, etc.
15. Shall be present for the Pre-Camp Training Session.
16. Shall be responsible to see that the check-out procedures are properly followed. This requires that the Head Dorm Leaders remain at camp until all of the campers are gone.
17. Shall make sure that all campers remain in the designated areas of camp during special activity times, canteen stand time, worship services, etc.
18. Since unity is one of the foremost requirements for spiritual blessings, the Head Dorm Leader shall especially strive to insure that there is a good understanding and working relationship between Dorm Leaders, campers, and other workers in camp.
19. Shall make a special effort to talk with each Dorm Leader individually each day of camp in order to see if there are any challenges or needs that should be taken care of.
20. Shall endeavor to learn the names of all Cabin Leaders by the end of the first day, and to learn the names of as many of the campers as possible throughout the course of camp.
21. Shall plan and coordinate daily / nightly staff meetings with all Cabin leaders assessing any special plans for the following day. Prepare and clean up the designated nightly snack for leaders and guests.
22. Shall be responsible to see that each room is cleaned prior to leaving the grounds at the close of camp. The Head Dorm Leaders will make the initial inspection of rooms before releasing Dorm Leaders to leave, and the Camp Coordinator will approve the rooms before releasing Head Dorm Leaders.
23. Shall host R& R during Junior and Teen Fun time to meet with each of the Cabin leaders. Discuss up coming schedule and any difficulties.
24. Shall be responsible for any other duties assigned by the Camp Director.

# **CABIN LEADERS**

## **Duties and Responsibilities:**

1. Shall attend the Pre-Camp Training session. We ask, if at all possible, that you do not bring campers with you at this time.
2. Upon your arrival at the Pre-Camp Training Session you shall receive a packet of information. You will also be given a list of pre-registered campers who will be arriving in your dorm.
3. No camper is to receive a bed in your room that has not been assigned to you.
4. Shall be responsible for the safety and welfare of all campers in your assigned group throughout the entire camp. Shall see that they abide by the camp policies and schedules and that they follow good habits relating to eating, personal hygiene, dress, talk, behavior, etc. (Please apprise the nurse of any special health needs).
5. Shall stay with the group when scheduled to be together, and shall know the whereabouts of your campers at all times. Shall account for each of your campers at assemblies and the worship services.
6. Shall reside in the cabin with his/her assigned group. Under no circumstances and at no time shall any cabin Leader leave campers unsupervised in the cabin!
7. Shall have prayer with the group daily.
8. Shall see that the cabin is properly cleaned each day and encourage the campers to strive toward winning a clean room award. Also, shall see that the group cooperates when assigned special restroom, kitchen, and grounds duties.
9. Shall fully motivate and lead campers in all games, competitions, team building activities, etc. when applicable.
10. Shall become familiar with all camp policies and procedures.
11. Shall set the example in dress and conduct.
12. Shall become personally acquainted with every camper in his/her group and know them by name by bedtime the first night.
13. Shall write up a perfected list of all campers in his/her room on the first day and give to the Head Dorm Leader by breakfast on Tuesday morning.
14. Shall refrain from rough-housing, pranks, and petty arguments with the campers.

15. Shall be responsible for the discipline of his/her group at all times. However, do not threaten to send a camper home or use physical force at any time.
16. Shall encourage spiritual growth of each camper. On the first day of camp the dorm leaders should check to determine their spiritual status, and throughout the camp prayerfully work toward definite spiritual experiences. Spiritual Results Forms should be filled out as experiences occur. (Try to identify only those spiritual results that have taken place at camp).
17. Shall be an altar worker during the service. Campers should be informed that they are expected to remain in the service until dismissed in a reverent attitude of worship. If they should need to leave for any type of emergency, they should see the Head Dorm Leader who will be near the exit.
18. Shall be directly responsible to the Head Dorm Leader. However, the Dorm Leader also should realize that any member of the Executive Staff has the authority to direct all campers and workers in certain circumstances and should always endeavor to follow such directions.
19. In many instances Cabin Leaders will also be asked to serve as a recreation sponsor, during which time they are to follow the directions of the Rec. Director.
20. The Cabin Leader is to remain with the group on the last day until all have been checked out. The Cabin Leader cannot leave the grounds until his/her room is cleaned and inspected by the Head Dorm Leader and is given permission to depart. All necessary forms are to be filled out properly and given to the Head Dorm Leader.
21. Shall be loyal to the Regional Youth and Discipleship Director and to the Camp Director and work toward the success of the total camp program. Should always be positive and supportive about leadership, rules, food, etc., to the campers or in their presence.
22. All medication must be turned into the Camp Nurse at registration (workers and campers). Also, report illness or symptoms of illness to the Camp Nurse immediately.
23. Shall assume any other responsibilities assigned by the Camp Director.
24. Follow the prescribed instructions of the registrar in checking campers in.
25. Assistant Cabin Leaders will follow the same job description as Cabin Leader with the understanding that they are to assist and submit to the Cabin Leader's authority.
26. Remember, **YOU have been trusted.**

# **RECREATIONAL DIRECTOR**

## **Duties and Responsibilities:**

1. Shall be directly responsible to the Camp Director and Camp Coordinator.
2. Shall, with the Camp Director and Camp Coordinator, plan and implement the entire recreation program for the week.
3. Shall meet with activities staff prior to the start of the camp and assign responsibilities, ensuring that recreational staff follow all camp policies and procedures.
4. Shall be responsible for the inventory, setup, and care of all the Athletic equipment. Shall submit a detailed schedule and request list to the Camp Director for any equipment needed. Camp Director must approve all purchases. Shall report the loss or breakage of any equipment to the Camp Coordinator.
5. Shall see that all necessary equipment is properly set up each day and, if necessary, collected each evening. See that all equipment is properly dismantled and stored at the end of camp.
6. Shall have oversight of all recreational events and see that awards and recognition are given in appropriate events.
7. Shall plan recreational activities during camp orientation for those workers who need to bring campers with them.
8. Shall be responsible to organize the signing up of campers for any special tournaments or events and shall maintain score/points on all applicable activities.
9. Shall be responsible for the maintenance of the grounds both daily and for the final check-up on the last day of camp. Exercise the "keep it clean" policy.
10. Shall delegate to and work with the Recreational Staff to ensure all planned activities are carried out smoothly and as planned.
11. **Shall always have special recreation activities ready in case of rainy days.**
12. Shall be responsible for any other duties assigned by the Camp Director.

# **RECREATIONAL STAFF**

## **Duties and Responsibilities:**

1. Assist the Recreational Director in whatever assignment you are given.
2. Be enthusiastic and energetic at all times, remembering "it's all about the kids". Help get the campers involved and encourage them when they are struggling. Be conscientious in your record keeping. Be a Christian example to fellow workers and campers in every situation.
3. Recreational Staff will be assigned to oversee the equipment and various events each day. For some events Dorm Leaders will be enlisted to assist.
4. Be adequately familiar with rules and procedures for games and events.
5. Assist with other camp related duties as requested by the Recreational Director or Camp Director.

# **CAMP SECRETARY**

## **Duties and Responsibilities:**

1. Be at the campsite to assist in final preparation for registration.
2. Assist in making last minute room assignments and preparing individual room lists for each Cabin Leader.
3. Help register campers not pre-registered and assist the Head Dorm Leaders with room change requests. (honoring the "room change" policy.)
4. Assist the Business Pastor with collecting and verifying money received with registration list. Make sure monies and sheets balance.
5. Once all campers have arrived, prepare a list of campers for each Dorm Leader, Head Dorm Leaders, Nurse, Camp Director, Business Pastor and Camp Coordinator Fun Time Coordinator, etc.
6. Type notes to Cabin Leaders regarding special information (for example, health, etc.).
7. At the close of camp, tally all the Spiritual Results forms and give to the Camp Director.
8. Assist the Camp Coordinator and Recreational Director with preparing any awards/superlatives necessary during camp.
9. Assist the Regional Director and Camp Coordinator with typing, filing, and other office needs.
10. On the last day of camp, assist by collecting all forms, compiling information contained within, and filing forms.
11. Shall be responsible to see that the camp files are maintained in a proper and efficient order.
12. Shall assist in the preparation of special lists, etc. for off-campus events.
13. Shall assume any other responsibility assigned by the Regional Director or Camp Coordinator.

# **CAMP NURSE**

## **Duties and Responsibilities:**

1. Shall check medical supplies and submit a list of needed supplies to the Business Pastor.
2. Shall be available at the nurse's station during the hours the camp is involved in athletic activity. Be sure that the Camp Director, Camp Coordinator, and Head Dorm Leaders know where you are at all times. Do not leave the campsite.
3. Shall learn the quickest route to the hospital in case of extreme emergency. However, the camp nurse is not to accompany a camper to the hospital unless it is life-threatening.
4. Report any serious illness or injury to the Director and Camp Coordinator immediately.
5. Determine if an ambulance is needed for transportation of the injured. Remain with the patient at all times until the ambulance transports the patient to the hospital.
6. In the event that a camper becomes seriously ill, or is involved in an accident—either case resulting in the camper needing to be sent home, the Camp Nurse should notify the Camp Director and Camp Coordinator. The Director or Coordinator, with the nurse, will make the necessary call to the camper's home. A telephone log will be kept detailing the conversation with the parents.
7. Shall collect and administer ALL medication brought to camp by campers on the first day. Ensure all medication is returned to campers before they leave for home.
8. Shall keep permanent records on the forms provided of all illnesses, visits to the doctor's office and hospital visits during the camp. Further, it is advisable for the nurse to keep a log of every one seen for any reason. Said log should contain the name of the person, the time of the visit, the nature of the visit and the advice and treatment given. Apprise Dorm Leaders of as to when to have particular campers at the nurse's station for scheduled medication.
9. Shall report to the Camp Secretary information needed for insurance and health department forms and take a copy of the forms, along with the copy of the application giving permission for treatment, to the doctor and facility providing treatment.
10. Shall remain on the campsite 24 hours daily and until all campers have departed from camp.
11. The nurse should never examine someone alone.
12. Shall see that every child receives the "health screening" before admittance into camp.

# **NIGHT WATCHMAN**

## **Duties and Responsibilities:**

1. Shall be on duty following the evening service until morning—The first night of camp through the last night of camp.
2. Following the evening service, assist the Head Dorm Leaders and Dorm Leaders in seeing that the campers are in their designated areas.
3. Shall make regular patrols on grounds every 30 minutes.
4. Report any disturbance to the Camp Coordinator.
5. Following "lights out" shall patrol the grounds, make sure that no one enters the grounds, and see that the campers remain in their dorms.
4. Shall have the authority and responsibility to enforce all camp regulations.
5. If campers are caught outside their dorm without authorization, the night watchman is to take them directly to the appropriate Head Dorm Leaders.
6. Shall make contact with the local authorities and let them know that camp will be operating and ask for their occasional patrol by the grounds.
7. In the event of serious trouble, shall know the number of the closest ambulance, fire department, and law enforcement agencies.

## **CAMP PASTOR**

### **Duties and Responsibilities:**

1. Camp Pastor's main objective is to have the heart of God for Youth Camp and all those attending Youth Camp.
2. Shall meet with the Camp Coordinator(s) prior to orientation to go over last-minute details.
3. Shall work with service coordinator to oversee both junior and teen services in tabernacle. To make sure all elements of each service is flowing well.
4. Shall be in the altar each service praying over the students and directing altar workers to pray. Following the leading of the Holy Spirit and the speaker.
5. Shall encourage the cabin leaders to continue to have devotions before light outs.
6. Shall remind cabin leaders to fill out spiritual results forms each night.
7. Shall keep an eye out for a potential super camper award recipient(s).
8. Camp Pastor is responsible to take care of special guests at camp. To make sure they have all they need to be ready to share the word of God in the services.
9. Shall be aware of the travel schedules and be prepared to pickup or drop off special guests at airport.
10. Shall prepare small group discussion questions and reflections for each day of camp. (Tuesday-Thursday)
11. Shall assign small group leaders and notify leaders ahead of time. Making sure they have discussion questions and reflections on first day of camp.
12. Shall be responsible for any other duties assigned by the Camp Director.

# REGISTRATION PROCEDURES

## STAFF REGISTRATION:

### Camp Staff Orientation is at 2pm

Do not be late to the mandatory orientation!

Allow yourself plenty of time to get to the campgrounds, and check in at the staff registration table.

Any Dorm Leaders that wish to arrive earlier and decorate their dorm room may do so. If you have campers with you, they must stay with you and are not allowed (per Crystal Springs Camp Staff) to roam the property. There will be structured activities for the campers in the gym once the orientation begins.

Any staff person that arrives that has not completed an application, and has not been accepted by the Regional Youth & Discipleship Director will be asked to leave immediately. You will be assured of your acceptance when you receive a confirmation or denial letter prior to camp.

After orientation, all Cabin Leaders will station themselves in their assigned cabin and be prepared to receive campers. Any Cabin Leaders that brought campers to orientation may register their campers first (once the Camp Secretary gives the go ahead to begin the registration process.) so as to get back to their dorm quickly, before the other campers check-in.

## CAMPER REGISTRATION:

### Step 1: Health Check

All campers must see the nurse in the health check line before checking into their dorm. Once a campers' medication has been turned in and documented, and a head lice check has been performed, the camper will receive a completed "Health Check" card.

### Step 2: Cabin Assignment

Campers will take their "Health Check" card to the Registration table. Here they will be checked in, balances will be verified and any necessary payment will be made. Once this step has been completed, campers will receive a "Check-In" card with their cabin room assignment. This card will be turned in to their Dorm Leader before unpacking their gear.

### Step 3: Cash Cards/ Keys

Here campers can purchase "Cash Cards" (cards to be used for canteen & camp store purchases). This is mandatory for Juniors, and optional for teens. All teens that drove themselves are required to turn in their keys for safety and security. They will be returned at the end of camp.

### Step 4: Report to your cabin Leader

Take your "Check-In" card to your assigned Cabin Leader. This card must be submitted to your Cabin Leader before dropping off or unpacking your gear. Also, Dorm Leaders will hold on to your "Check Cards" all week so that campers do not lose them or get them wet during water activities.

### Step 5: Enjoy Camp!

Campers should stay with their Cabin Leaders at all times. Now that you have completed the registration process, get ready for NCR Youth Camp

# **CHECK OUT PROCEDURES**

Campers may ONLY leave camp with a parent, guardian, or one designated by guardian.

## **CAMPER EARLY RELEASE**

1. All campers must be checked out with the consent of the Head Dorm Leaders.
2. Once the Head Dorm Leaders have been notified of an early check-out, they will require the campers' Dorm Leader to complete the Check-Out and Spiritual Results information for that camper.
3. Camp Director, Camp Nurse and Camp Secretary are to be made aware of the check-out immediately.

## **LAST DAY OF CAMP CHECK-OUT**

### Cabin Leaders

1. The Cabin Leader is to remain with the group on the last day until all have been checked out using the Check-Out and Spiritual Results form. All campers must be signed out by the parent or guardian that is checking them out.
2. The Cabin Leader cannot leave the grounds until his/her room is cleaned and inspected by the Head Dorm Leader. This includes sweeping, cleaning sinks, toilets and emptying all trash receptacles. Dorms are to be completely free of clothes, towels or other items that have been left behind by campers. All unclaimed items should be turned over to the Head Dorm Leaders.
3. All necessary forms are to be filled out properly and given to the Head Dorm Leader.
4. Once the Head Dorm Leader has approved your dismissal you are free to leave.

### Camp Staff

1. Make sure your dorm/ sleeping area is cleaned and trash free. This includes sweeping, cleaning sinks, toilets and emptying all trash receptacles. Dorms are to be completely free of clothes, towels or other items that have been left behind. A box will be located outside of the tabernacle for such items.
2. All necessary forms are to be filled out properly and turned in to the Camp Coordinator.
4. Once the Camp Coordinator has approved your dismissal, you are free to leave.

# ASSIGNED CAMPERS/PERFECTED LIST

Counselor's Name(s) \_\_\_\_\_

Dorm Number \_\_\_\_\_ Dorm Name \_\_\_\_\_

A "PerfectedList" must be turned in to your Head Dorm Leader before the Monday afternoon Assembly. The names and count must be perfect!

## ASSIGNED CAMPERS (print clearly!)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

# CHECK OUT and SPIRITUAL RESULTS FORM

GIVE THIS FORM TO YOUR HEAD DORM LEADER BEFORE LEAVING CAMP!

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dorm # \_\_\_\_\_ Dorm Leader: \_\_\_\_\_

\*\*\*\*\*PLEASE PRINT NEATLY\*\*\*\*\*

NAME	CHURCH	✓ OUT BY	TIME	Water Baptized	Saved	Re-stored	HG-filled
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

This is in reference to things that occurred during youth camp. Please also add notes on back of this page concerning any other Spiritual Results such as healings, called to ministry, etc. Thank You!



# HEAD DORM LEADER'S DAILY INSPECTION SHEET

Please assist us in keeping the cabins and other camp facilities clean.

Cabin: \_\_\_\_\_ DORM LEADER: \_\_\_\_\_

SCORE

1. Hall area..... \_\_\_\_\_
2. Trash containers emptied..... \_\_\_\_\_
3. Beds..... \_\_\_\_\_
4. Suitcases..... \_\_\_\_\_
5. Floor Swept..... \_\_\_\_\_
6. Lights off..... \_\_\_\_\_
7. Doors closed..... \_\_\_\_\_
8. Clothes and shoes..... \_\_\_\_\_
9. Towels and washcloths..... \_\_\_\_\_
10. Other – went over and above what was asked..... \_\_\_\_\_

TOTAL SCORE \_\_\_\_\_

Rate each of the above items on a scale of 1-10

## STAFF ACKNOWLEDGEMENT

All Staff members must complete this page and return it to the Camp Director at Orientation.

\_\_\_\_\_ I have read the 2026 NCR Church of God Youth Camp Manual.

\_\_\_\_\_ I promise to follow the rules of the camp the entire time I am on the camp property.

\_\_\_\_\_ No matter the circumstance, I will uphold the 3 fold promise made to parents, leaders and campers during camp:

**I will be a 24-hour-a-day consistent example of a real Christian life.**

**I will do everything in my ability to lead each camper that I come in contact with to a relationship with Christ.**

**I will help lead campers into the presence of God every service and seek to see every one of them Baptized in the Holy Spirit before they leave!**

---

**Name** \_\_\_\_\_

**Church** \_\_\_\_\_

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*Signature*

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*Date*