

Summer 2019

Dear Summer Camp Coordinator:

Thank you for volunteering to coordinate your church's participation in this year's Silver Spur Summer Camp. You may have many questions about what is expected of you and what needs to be done prior to your group's arrival at camp. We are expecting this packet to answer many questions that you may have. If you have additional questions, please feel free to contact the Camp Office.

We are looking forward to this summer's fun, excitement, great music, and spiritual challenges. It is a privilege to see youth come and grow, knowing that they are being told about Jesus Christ and how to live the Christian life while they are here with us. Our camp theme this year is **"Steadfast"**, from Nehemiah 5:17. If you want to know more about speakers, themes and music, please refer to our website at <https://www.silverspur.com/yc/summer>.

Here are some ideas to get your church excited about Summer Camp right now.

- Make sure Silver Spur's camps are listed on the church calendar of events.
- Enlist your pastor to promote summer camps during Sunday services.
- Put an announcement in the church newsletter or bulletin about upcoming camp programs.
- Make sure that ALL your students have a camp poster (go online and download a poster at https://silverspur.com/images/Youth/SilverSpur_2018Summer_Camp_Poster_11x17_web.pdf to print copies at your church, call us for extra pre-printed posters, or design your own flyers to give to the students for handing out to their friends).
- Have some type of contest (e.g. if they bring the most friends to camp) to win a free camp shirt or a partial scholarship.
- Sponsor fundraisers to promote camp and help students with the cost.

Please take a moment to familiarize yourself with this packet. Thanks again, and happy reading.

The Registration Team

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Camp Coordinator Responsibilities

Key Contact

Church Summer Camp Coordinators are responsible for promoting Silver Spur camps to their church congregation. They communicate what camps are coming and work to get kids and parents excited about camp.

As the Church Summer Camp Coordinator for your church, we would like for you to be our key contact person before, during, and after camp. Please plan to attend camp if at all possible. If you are unable to join us, please let us know who will be your on-site contact person.

Please read and communicate as appropriate the following details to campers, Cabin Leaders, and parents.

Pre-Camp Preparation and Cabin Leader Training

Start now spreading the word that Summer Camp is coming. Begin passing out posters and any other in-house material your church has generated to promote camp. We encourage you to set a deadline for getting campers and leaders registered.

It is important that you organize at least one pre-camp meeting with campers and staff to cover registration and general camp information. We recommend a second pre-camp meeting with just your Cabin Leaders to help familiarize them with your personal expectations as a youth leader as well as the contents of the *Silver Spur Cabin Leader Handbook* that accompanies this packet (call Silver Spur if you need more copies).

Onsite informational meetings will be conducted throughout the weeks of camp to help Cabin Leaders better perform their responsibilities and to deal with any perceived or real issues.

Registration

Registration is online for both campers and Cabin Leaders. Be sure to provide your name and email address to everyone looking to register so that they can self-identify as being with your church group. This will allow Silver Spur to send you regular email updates with the names of those who have registered. The registration link is found on the homepage of our website, <https://www.silverspur.com/>.

Please be sure to familiarize yourself with the registration process so you can help parents if need be. A link to a registration instructional video can be found at <https://www.silverspur.com/yc/camp-coordinator>.

Check-in

You or your on-site contact person will be responsible for checking your group in at camp and handling final payment (See First Day at Camp on page 10).

Cabin Leaders

It will be your responsibility to line up the correct ratio of Cabin Leaders to campers of the same gender in your group (1 Cabin Leader for every 5-8 students). You will want to make sure that each Cabin Leader

has his/her paperwork completed correctly and that they have read the entire *Cabin Leader Handbook*.

If you have problems finding an adequate number of Cabin Leaders, Silver Spur may be able to coordinate assistance from another church. This may mean, however, that any individuals assigned to the other group will be expected to participate in group-specific activities with the assigned Cabin Leader's group. This option should only be exercised in a bona fide emergency and the camp should be contacted at the earliest possible time so that assistance can be coordinated. Campers should not arrive without an assigned Cabin Leader, either from your church or another.

Transportation

You or your church group is responsible for arranging the transportation of your campers to and from camp. We ask that students not drive themselves to camp, even if they have a driver's license.

Follow-up

We recommend that you have a post-camp activity to seek information on how we can make next year's camp even better. Use the time to follow up with campers regarding decisions they made and lessons they learned at camp. Help interested campers find quality mentors to guide them throughout the year.

Helping Others

Sometimes Silver Spur has campers and/or churches that come without Cabin Leaders. You may be contacted to see if you can provide extra Cabin Leaders to fill the Cabin Leader role for these young people or to see if a young person can join one of your cabin groups. Please contact Silver Spur if you have extra individuals that desire to help out for a week of summer camp.

Preparation for Campers

Registration Deadline

Everyone (not just campers) coming to camp needs to complete an online registration. Registration for campers must be completed by a legal parent or guardian for all campers under 18 years old.

Registration for campers must be completed by the Monday one week before their week of camp (see Registration on page 7).

Scholarships

Scholarships are available for students with financial needs. If you have a camper in need of financial assistance, please contact Silver Spur and we will email a scholarship request form to you.

Preparation for Cabin Leaders

Qualifications

Each church is expected to send one Cabin Leader for each group of five to eight (1:5-8) campers of the same gender. The best Cabin Leaders will come from your own church group as these will be individuals

that the campers can connect with after camp is over.

A qualified Cabin Leader knows Jesus Christ as their personal Lord and Savior, is obedient to His Word, loves young people, is willing to follow camp leadership, and has the physical ability and desire to participate in camp activities. Cabin Leaders should be at least 18 years of age to supervise junior age campers and 21 or older to supervise junior high and teen campers. In addition, they need to have been a member of your church family for more than six months.

Registration Deadline

Registration for leaders should be completed by the Monday three weeks before their week of camp. To meet ever-changing legal requirements, ALL Cabin Leaders must complete and return the following:

1. Online registration
2. Cabin Leader Reference Form (must be filled out and signed by the church pastor/elder)
3. Background Check Form

The Reference and Background Check forms will be auto-emailed with the Cabin Leader's online registration confirmation (See Forms Needed for Camp on page 7). They should be completed and returned to the camp two weeks prior to camp.

Cabin Leaders who have attended previous camps at Silver Spur still need to complete new forms as the time between retreats is considered a "lapse in service."

Background Check

Any individuals serving in any capacity working with youth at Silver Spur, whether paid or volunteer, must agree to have an investigative consumer report (background check) conducted. Investigative consumer reports may contain public record information including, but not limited to: consumer credit, criminal records, civil cases, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others. Silver Spur will use this information to help determine the suitability of an individual to perform the role of Cabin Leader. Any "black flags" will be reported back to you.

Cabin Leader Handbook

Each Cabin Leader is expected to thoroughly read the *Cabin Leader Handbook* prior to camp.

Registration Fee

Since Cabin Leaders are essential members of Silver Spur's ministry team, each Cabin Leader within the 1:5-8 ratio attends summer camp at a reduced charge. Adults exceeding the 1:5-8 ratio for your group pay the full camper fee. If the camp fills up, we may not be able to accommodate "extra" staff.

Volunteers from your group who are coming to serve as Cabin Leaders for individual registrants or churches that have a shortage of Cabin Leaders will not be charged a registration fee. Please note that this applies only if Silver Spur has initiated a request for help.

Counselor Training

Silver Spur does not have any formal pre-camp training program for Cabin Leaders. We encourage churches to develop future leaders by training them within their church. The *Cabin Leader Training Handbook* is provided to help with that training and we suggest that all volunteers review its contents prior to arriving at camp. (See Pre-Camp Preparation and Cabin Leader Training on page 4).

Special Dietary Needs

If a camper or staff person can only eat specific kinds of foods for medical reasons, their condition should be noted on their medical history form. Our kitchen staff will try to accommodate the needs listed or work with your camper/leader to make necessary arrangements. If it is a severe food allergy, please call the camp to talk through good solutions for your camper.

Please note that the camp does not have the resources to accommodate food “preferences,” only bona fide food “allergies.”

Forms Needed for Camp

Registration

Everyone (not just campers) coming to camp needs to complete an online registration. Registration for campers must be completed by a legal parent or guardian for all campers under 18 years old.

Registration for leaders should be completed by the Monday three weeks before their week of camp. This will allow time for them to receive and process the Cabin Leader’s Reference and Background Check forms.

Registration for campers must be completed by the Monday one week before their week of camp.

All registrations will be accepted on a first come, first served basis. All additions and changes should be communicated to the Silver Spur office as they develop. Space will not be held for campers or staff unless we have their registration and deposit.

The Camp Office will keep you informed about your group’s registrations. If you see any discrepancies, call the camp immediately with any changes.

Each individual or parent will receive a confirmation email verifying his/her registration. If someone should mention that they have not received a confirmation email, please have them call or email the camp. We can troubleshoot with them to determine what happened.

We will do our best to accommodate late registrations if notified before the first day of camp, however, please DO NOT bring campers who have not registered. Transporting unregistered campers home will be the responsibility of your group.

Health History

A current health history form is required for each camper, Cabin Leader, and extra staff person. This information is passed on to our camp nurse. This form is part of the online registration process.

Cabin Leader Reference

This form must be filled out by the church pastor, elder or other staff person who personally knows the Cabin Leader. This form is sent automatically as part of the registration confirmation email. The form should be completed and returned to the camp at least two weeks before camp.

Cabin Leader Background Check

This form must be filled out by each Cabin Leader or adult coming to camp. It must be received by Silver Spur at least two weeks PRIOR to the first day of camp to allow time for processing. This form CANNOT be brought up with the individual.

Camper & Cabin Leader List

Please fax or mail a preliminary copy of your Camper & Cabin Leader List at least two weeks before camp. Campers must be grouped under their Cabin Leader to ensure proper housing arrangements are made. Please call us with any changes as they happen so we can keep our records current. It is imperative that we have your final copy by the Monday one week before your scheduled camp is to begin.

What and What Not to Bring to Camp

What to Bring

It is recommended that campers bring the following items:

1. Bible
2. Notebook with pen or pencil
3. Sleeping bag or bedding with pillow and towel
4. Toiletries (toothbrush, soap, shampoo, etc.)
5. Flashlight
6. Athletic shoes (closed-toe)
7. Modest swim wear
8. Spending money
9. Camera
10. Sunscreen and Mosquito repellent

Snacks and Candy

Campers and Cabin Leaders may bring candy and snacks to camp, however, it is the Cabin Leader's responsibility to manage the snacks as follows:

1. All snacks and candy must be placed in Ziploc bags and the bags sealed. The Cabin Leader needs to ensure that the Ziploc bags are sealed at all times to prevent insect infestations. Ziploc bags can be obtained from the office.
2. Campers should check with their Cabin Leaders when they want to retrieve some of their snacks.

Cell Phones

Silver Spur encourages campers and leaders to get away from the regular routine of having a cell phone and just enjoy camp during their stay here. Cell phones, therefore, are discouraged for campers. Please ask your campers to leave their cell phones at home or leave them locked in the church's vehicle during camp.

Leaders may have cell phones, however, we suggest that they limit their use to before and after camp or for emergency. If leaders choose to bring a cell phone, they should be locked up in their vehicle during camp.

Discouraged & Prohibited Items

Silver Spur discourages items such as electronic entertainment, fireworks, matches, lighters, cigarettes, any kind of weapon, drugs, alcohol, chew, cell phones, pets, gum, etc. Such items should be collected from campers (and volunteers if necessary), bagged, labeled and stored either in the group's vehicle or in the Camp Office for the remainder of the camp. Illegal items should be confiscated and destroyed. Please encourage your campers not to bring anything questionable or expensive to camp.

Paintball Markers

For insurance purposes, neither Cabin Leaders nor campers may bring their own Paintball Markers.

Raids and Practical Jokes

While raids and pranks are usually intended as good-natured fun, they are not permitted at Silver Spur. It is very important to let campers know before they begin packing not to bring raid supplies. These include shaving cream, toilet paper, water balloons, silly string, etc.

Clothing

Because of the broad range of opinions on what is modest, Silver Spur takes a conservative stance on dress code. The following are Silver Spur's expectations for appropriate attire while at camp:

1. Footwear is required at all times except while in the pool areas. Each camper is encouraged to include a pair of closed-toe athletic shoes for recreation activities.
2. Good judgment and restraint should be used especially when choosing swim attire. Guys need to wear boxer-type swim trunks. One-piece swimsuits for girls are highly recommended. If a two-piece is worn, such as a tankini, it must cover the midriff area (the belly) or else a dark-colored t-shirt must be worn over the swimsuit.
3. Ladies must wear modest shirts (no spaghetti-strap tank tops or low V-Neck lines).
4. Torn clothing needs to be modest.
5. Shorts need to be finger-tip length when arms are fully extended down at the side.

First Day at Camp

Arrival

Base Camp check-in begins at 4:00 pm on Monday.

Transition Zone and High Country check-in begins at 4:00 pm on Sunday.

Arrival between 4:00 - 5:00 pm is recommended for all camps. Please call the camp if you expect to arrive later than 5:00 pm.

There should be plenty of on-site parking for vehicles of all shapes and sizes. Bus drivers, leaders, and staff may leave their vehicles in the Lodge parking lot during their stay, however, Silver Spur cannot accept responsibility for vehicles or their contents.

Check-in

When you arrive at Silver Spur, the summer Camp Coordinator or his/her designee should check in first with the Registrar at the gazebo located near the Lodge parking lot to make sure that camper counts and room assignments are correct. Please have a check with you to make final payment for your group (no credit cards please). Once your account has been settled, you will be provided with your final lodging assignments.

After the Camp Coordinator has checked the group in, Camp t-shirts and water bottles for both campers and Cabin Leaders will be given out and guests may go to their assigned lodging. Shirts and bottles are included in the registration fee.

Decorations

Decorating of rooms is encouraged as a fun cabin-bonding experience, however, please bring any necessary decorating material with you. Make sure to bring blue painter's tape and string for signs and banners since regular tape, tacks, and nails permanently damage the facilities and are not allowed. Unfortunately, the Camp Office is not able to provide supplies for decorating.

Nurses and Medications

There will be a camp nurse on site. By California State Law, medications are required to be turned in to the camp nurse during registration on the first day of camp. **Medications must be in their original containers and contain only the amount that is needed for the duration of camp.** All medications will be dispensed as required throughout the week by the nurse.

Medications: ALL medication(s) must be in the original containers and contain only the amount that is needed for the duration of camp.
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Camp Bank

There will be a camp "bank" provided during Base Camp only. Base Camp campers will be provided an opportunity to turn in their spending money during registration. Cabin Leaders should also check with their campers the first night of camp to be certain that anyone who wants their money safe-guarded by the camp has turned it in to the Camp Office.

Money will be distributed during free time each day. Withdrawals and deposits will be recorded and running balances will be maintained on each camper account throughout the week. Any remaining cash will be returned to the campers during free time on the last day of camp.

Any money that Base Camp campers do not want to turn in will be their own responsibility.

Parent-Camper Communication During Camp

Phone Calls

We request that any phone calls (incoming or outgoing) be for important matters only. Please inform your campers and their parents of this policy. If a parent feels their child needs to call home, please have them submit their request in writing prior to or at the beginning of camp. Cabin Leaders and other staff are asked to set a good example by limiting their phone use at camp. Campers must obtain the permission of their Cabin Leader before using the phones.

Urgent messages should be left with the camp by phone at 209-928-4248.

Visitors

Visitors during camp are strongly discouraged so as not to disrupt the camp experience. If a parent or legal guardian wants to visit a student during camp, they need to submit a written request to the Camp Office at least one week prior to camp. Approved visitors must check in at the Camp Office and show some form of identification.

Mail & E-mail

Family members should address mail and packages to:

Camper Name / Camp Session
c/o Silver Spur Christian Camp and Retreat Center
17301 Silver Spur Drive
Tuolumne, CA 95379

Family members may send mail via fax (**209-928-3899**) or by the use of e-mail (**spurcamp@silverspur.com**). E-mail should contain the campers name, which camp they are attending and which church they are with.

Mail is generally given out each day at dinner. If correspondence is sent after lunch, campers may receive it as late as the following day.

During Camp

Once camp is underway, hopefully you can take a step back to get to know your leaders and young people better. We ask, however, that you and your Cabin Leaders remain aware of what is happening with your youth and other leaders alike throughout the week. A lack of appropriate behavior by anyone in your group may be distracting to others in camp, and, more importantly, may inhibit a young person from really hearing the Word of the Lord.

Last Day of Camp

Last Day

Silver Spur Summer Camp programs officially conclude at 10:00 am on Friday. Camp Coordinators, their designee and/or parents will be asked to “sign out” their students before they leave the grounds. A Silver Spur representative will be at the parking lot to meet parents and drivers and assist with this process.

Early Departure

Campers derive the most benefit from the program by staying for the entire length of camp. Although we discourage campers from leaving early or leaving for a duration and then returning, we do allow parents to pick up their students under unavoidable circumstances. If a camper must leave camp early or leave and then return, parents should inform Silver Spur in writing at least one week prior to camp. A valid I.D. will be required from the parent in order to pick up their camper(s). Please note: no discount is given for campers who leave early or who miss part of the program.

On the last day, we ask that drivers, parents, and youth leaders allow campers to stay at camp until the final meeting ends. The final meeting typically includes a wrap up of camp by the program staff, special announcements, a presentation of the week’s adventures, handing out camp pictures, and the distribution of lost and found items, medications, money, crafts, and any other personal property.

If a camper must leave camp before the end of the last meeting without prior written consent, please let the Camp Office know when they will be leaving and with whom so that proper arrangements can be made.

Summary

We hope this packet helps answer most of your questions. Thank you for choosing Silver Spur as your summer camp this year. We consider it a privilege to serve you and we invite you to contact us at any time with further questions.