



*MT. LEBANON SUMMER CAMP 2012*

# Guide to Camp GAP

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# Preparing for Camp

## A. Publicize to children and parents

- *Theme of Camp*
- *Registration forms (available at <http://mlebanoncamp.com/summer-camp/forms/>)*
- *Camp Costs*
- *Registration and payment deadlines*

## B. Plan fundraisers (if used to assist with camp costs)

## C. Enlist Shepherd Leaders

- *18 years or older - (no exceptions)*
- *One male shepherd for every 10 boys - (no exceptions)*
- *One female shepherd for every 10 girls - (no exceptions)*

## D. Make transportation plans

## E. Bible Study Preparation

- *Download and print curriculum*
- *Enlist teacher(s) for all 4 sessions*
- *Gather materials*

## F. Plan church led activities

- *Devotion for each evening*
- *Monday night*
- *Wednesday night activities for all but 6<sup>th</sup> grade*
- *Thursday night wrap-up party*
- *Indoor activities in case of severe weather*

## G. Shepherd training meeting

- *Conduct Child Protection Training Course*
- *Pass out Registration/Screening Form*
  - ❖ *All adult registration screening forms must be signed by the pastor before arriving at camp.*
- *Discuss Counseling Situations*
- *Shepherds Responsibilities*
- *Camp Activity Schedule*

*Preparing for Camp continued*

**H. Parent Meeting**

- *Medicine information*
- *Money*
- *Things to bring and **not to** bring to camp*
- *Contact Information*
- *Departure and Return times*
- *Behavior Expectations*
- *Shepherd assignments and responsibilities*
- *Camp Security (closed camp)*

**I. Important Deadlines**

<b>PATTON SCHOLARSHIPS DUE DATE (Active Dallas Baptist Association Churches Only)</b>	
<b>CAMP DATE</b>	<b>DUE DATE</b>
June 4-8, 2012	May 14, 2012
June 11-15, 2012	May 21, 2012
June 18-22, 2012	May 28, 2012
June 25-29, 2012	June 4, 2012
July 2-6, 2012	June 11, 2012

<b>FINAL NUMBERS DEADLINE FOR HOUSING AND COLOR</b>	
<b>CAMP DATE</b>	<b>DUE DATE</b>
June 4-8, 2012	May 21, 2012
June 11-15, 2012	May 28, 2012
June 18-22, 2012	June 4, 2012
June 25-29, 2012	June 11, 2012
July 2-6, 2012	June 18, 2012

# Key Need to Know Items

## Camp Dean

The Camp Dean is a representative from the Camp GAP Committee who serves as the liaison between the lead shepherds, camp worship leaders, and the Mt. Lebanon staff. The camp dean conducts the daily shepherd leadership meetings, and provides direction for the camp's celebration and worship services.

## Lead Shepherd

The Lead Shepherd is responsible for their individual church group, and serves as the church's primary contact while at camp. A cell phone number and alternate number must be provided at registration time.

- ❖ *Cell phones should be on silent during worship services.*

## Shepherd

A Shepherd is an adult leader assigned to be with their group of campers at all times, and assist the lead shepherd in various camp responsibilities. Texas Department of State Health Services regulations require one adult shepherd for every ten campers. ***Campers should be supervised at all times, and never left alone.***

## Security

Camp GAP is a ***closed camp***. Family members are not allowed to visit campers. There is an automatic gate system at the camp entrance in operation 24 hours a day. No one is allowed into the camp unless they have a gate access code. Gate access codes are issued, by email, to each church before arriving at camp. Unauthorized visitors will not be admitted, and will have to sit outside the front gate until the church can be reached. The church will need to call the visitor, and or drive up to the front gate to approve the guest.

## Discipline

- The Camp Dean is responsible for the overall camp discipline.
- Lead Shepherds will be held responsible for enforcement of all rules, and the conduct of their individual church group.
- Supervision of campers is provided by the shepherds.
- Procedure for sending a camper home:
  - ❖ *Camper disciplinary release form must be filled out, and turned in to the camp dean.*
  - ❖ *Following the decision by the Camp Dean, the camper's parents will be called immediately and asked to pick up their child at the Health Center.*

*Need to Know continued*

**Health Center**

- All medications must be turned in at the Camp Health Center. All medicine for children must be kept and dispensed there.
  - ❖ *Keep a list of your campers and when they need to take their medicine.*
- All camper injuries and illness must be taken to the health center, regardless of whether or not the church has its own medical personnel at camp.
- In case of serious injury or illness, the health supervisor will call the parent to determine if camper should be taken to a Doctor or Hospital. If the parent wishes for the camper to be taken to the Doctor or Hospital, a copy of his or her registration form, shot record and insurance information will be sent with the church leader and the camper. Parents will be asked to meet the church leader and camper if necessary at the Hospital or Doctor’s office.
- The Health Center is located across the street from Patton Chapel.

**Golf Cart Rules**

<b>GOLF CART RULES</b>	
1.	<i>Only adults (18 years or older), may operate the golf carts. Children are prohibited from operating the golf cart.</i>
2.	<i>The golf cart capacity may not exceed 4 people.</i>
3.	<i>The driver and passengers are to be seated at all times on the golf cart.</i>
4.	<i>If carrying a cooler or igloo on the golf cart, it must be strapped in the backseat. This will take the place of a passenger.</i>
5.	<i>Campers are not allowed to play in or around unattended golf carts.</i>
6.	<i>Drivers must remove key from golf cart, when not in operation.</i>
7.	<i>Golf carts can only be operated on paved or established roads.</i>
8.	<i>Golf carts must be returned to the Recreation Pavilion at 8:00 AM on Friday for check-out. All items and decorations in the golf cart will need to be removed.</i>
9.	<i>There will be a \$50.00 charge, if the golf cart has been tampered with, or the speed has been adjusted.</i>
10.	<i>Cell phones and other electronic devices are prohibited while driving the golf cart.</i>
11.	<i>Replacement fee for lost golf cart keys is \$10.00</i>
12.	<i>All golf cart drivers must sign the “golf cart agreement” at registration.</i>
13.	<i>Failure to observe golf cart rules can result in the loss of the golf cart. If the golf cart is taken by the camp staff or Camp Dean, no refund will be given.</i>

*Need to Know cont.*

## **Money Issues**

Children are solely responsible for the entire amount of money they bring to camp.

### *Suggestions for Churches*

Since camp is often the first experience for children to be responsible for money, many churches choose to help children learn this responsibility in different ways.

- Shepherds keep the money for the campers they are responsible for.
- Shepherds keep a “bank account” for campers. At a designated time each day children may “withdraw” a desired amount of their money. At this time campers are responsible for their money.

## **Dining services**

It is our desire to provide quality and balanced meals served in a safe environment. However, Mt. Lebanon has limited dietary and nutrition assessment services. Because of the high volume of children served each day, food-service personnel may not be able to provide individual, customized meal plans for special nutritional needs.

Managing food allergies at a large camp can be very challenging. In any camp setting, the risk of accidental exposure to a food allergen may be present. Camp staff, parents, and campers themselves should work cooperatively to minimize the risk. Parents should communicate with their children’s minister about their child’s food allergies.

# Bible Study

Camp GAP has a Bible Study Curriculum that has been written especially for this year's camp and is the basis for the camp theme this year. The Bible Study is a guide for you to use to teach the children in your church. We pray that it will be a tremendous help to you and will inspire your preteens on their spiritual journey at whatever point they may be. Your church's Lead Shepherd will be responsible for:

- Downloading and printing the curriculum from the website.
- Gathering and preparing the materials suggested in the teaching guide.
- Teaching or enlisting someone from your church to teach each Bible Study session to your church group.

You will be assigned a **Bible Study Area** for your church group to study in each day. It could be either in or around your bunkhouse or lodge, or at a designated location around the camp. This assignment will be made to accommodate the size of your group. You will receive this information prior to camp or during registration.

# Lodging

## Assignments

The Mt. Lebanon staff will make the lodging assignments based on the numbers in each church group. Your group could be assigned to a lodge, bunkhouse or a combination of both. Also, you may be assigned to share lodging with other churches. The Mt. Lebanon office will email, or call you with your church's lodging assignment one week before your scheduled camp.

## Final Numbers

The Mt. Lebanon office will email a form, to the church leader, requesting final camper and adult numbers two weeks before the start of your scheduled camp. The church leader must complete and return by the due date listed on the form. If campers are added, after you have sent in your final numbers, please call or email your changes immediately to the Mt. Lebanon office. Because of the limited number of bunk beds, portable sleeping cots may have to be used by additional campers.

The availability of camp T-shirts will be based on the final camper and adult numbers submitted to the camp office. Due to the limited number, T-shirts are available only to registered campers and adults.

## Cabin Inspection

Cabin Inspection is held on Wednesday from 8:15- 9:00 AM.

- This is to aid in the cleaning that is required before checkout on Friday.
- No campers or shepherd leaders should be in their lodging after leaving for breakfast on Wednesday.

### **CHECK LIST FOR CABIN CLEAN UP**

1.	Beds need to be neat in appearance.
2.	Dirt and dust need to be removed from the floor.
3.	The toilet and showers need to be clean.
4.	Trash needs to be in the large trash can in front of your lodging.
5.	Trash needs to needs to be off the ground in front of your lodging.

## Checkout on Friday

Before you leave the camp, you will be required to check out with the Mt. Lebanon staff. Your cabin will need to be cleaned and golf cart turned in. Checkout procedures will be explained at the final shepherd's meeting.

# Shepherd's Meetings

At least one shepherd, usually the Lead Shepherd, should represent its church at the daily Shepherds Meeting. The Monday Shepherds Meeting is at 12:00 PM in the Lone Star Room. The Tuesday through Thursday meetings are held in Dining Hall C, at 7:00 AM. This is a time for the Mt. Lebanon staff, the camp worship leaders, and the camp dean to give you pertinent and important information regarding your camp. It's also a time for your comments or questions. It is MANDATORY to attend these meetings.

## Sixth Graders

Because it is their last year at preteen camp, Sixth graders receive special treatment.

- They get a special bracelet.
- Eat first at dinner each evening.
- Can lead in prayer and scripture reading during worship.
- Attend a special event on Wednesday night after worship.
- ❖ *We realize that due to the fact that many school districts include 6<sup>th</sup> graders in middle school, your church may not include 6<sup>th</sup> graders at Camp GAP. If this is the case, you can choose to allow your 5<sup>th</sup> graders to enjoy these special privileges. Please count them on all your communication with Mt. Lebanon as 6<sup>th</sup> graders.*

# Camp Activity Schedule

**Color Schedule** – All churches are assigned a color and letter. The church will receive their color schedule and letter by email or fax. On your color schedule, some events are divided into A, B, C, and D groups. If your church is Purple D, the church will receive the Purple schedule, and then you should identify the areas where the schedule divides into four letter groups. Make note of this or circle it, and make sure you follow that letter. Churches in your same color, letter group are affected and put behind schedule if they have to wait on another church that did not read their schedule properly. (*See example of schedule below.*)

1:45pm	<u>Rec Rotation I</u> <b>CHALLENGE</b> A - ROWDY @ Field #3 B - SPAZ @ Field #5 C - RUCKUS @ Field #4 D - SPLASH @ BV #2
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## **Meals**

- Rotate by assigned color.
- Meals will be served in the Dining Hall and the Texas Hall. Your schedule will indicate what day you will be eating in the Texas Hall.
- Do not cut or reserve places in line.
- Limit time at the table for eating, so others may have a seat at the table.
- Please take all leftover food and trash to the disposal area provided.
- Sixth graders eat first for every dinner.

❖ *Fifth graders if they are your oldest group.*

## **Camp Chuala**

Tuesday through Thursday each group is assigned to go to Camp Chuala for one rotation. This recreation time has many options. You can participate in the activities located at Camp Chuala or you can plan your own activities during this time. Churches are welcome to “hang out” in their lodging and rest.

❖ *Whatever activity you choose, all campers must be supervised. Remember to use the two-adult rule.*

## **Mission Service Project**

Churches will take home the mission service project that their campers make. Churches will decide if they want to use the project items for mission work in their community, or let the campers keep them.

## Rain Days

Due to safety reasons, some activities may need to be cancelled due to poor weather conditions. For example, lightning will cancel all outdoor activities and rain will most likely cancel the alpine and zip towers, but field games may continue, even with moderate rainfall. If there is a lot of rain, you may need to plan some alternate activities for your group to take place in your cabin.

- ❖ *Mt. Lebanon uses a phone information system to inform churches if there are any weather delays.*

## Celebration

Each morning there will be a Celebration time led by the Camp Pastor and Camp Worship Leader. This is held in the Worship Center. Seating in the Worship Center is by color group. There will be a seating chart on the screens to show where each group is sitting. The seating rotates each day so that you will sit in every section once throughout the week. The morning celebration is upbeat and includes music and a short devotion.

## Evening Worship

Seating is by color group. The evening Worship is designed to be more reflective and includes music and a gospel message specifically geared for children. It may include drama, illusions or other talents shared by the Camp Pastor or Camp Worship Leader. Please note that there are hundreds of children in each service and we want them all to hear a message from God. Please help your children to know how to be considerate of others during this time.

## Worship Center Reminders

- Bibles should be brought to Evening Worship.
- All children should use the restroom prior to the start of Worship.  
*(If there is an emergency, children will be required to have a shepherd accompany them to the restroom area located in the back of the Worship Center.)*
- Shepherds should sit among the children to help monitor behavior
- Flashlights **MUST NOT** be used during the service and should be kept under the seat.
- Standing in the seats is **NOT ALLOWED**.
- Please – No Stomping in the bleacher section.
- Everyone will leave the Worship Center according to color groups to help maintain order during dismissal.
- Shepherds should be ready to help counsel during the invitation. The Camp Pastor will discuss the methods that will be used with the shepherds during the daily Shepherd Meeting.
- Please be respectful of shepherds and children who are counseling after an invitation. Leave the worship center quietly.

# Evening Activities

You are responsible for planning the activities for your group from the end of worship until lights out. Some evenings, the camp has planned activities that you can choose to participate in, and some days you will need to plan something for your church group. Attached are a few ideas that you can use or that may spark additional ideas.

**Each night the canteen will be open for your enjoyment.**

**Monday** — Church planned activities

**Tuesday** —The party will be at the Recreation Pavilion.

**Wednesday** — 6<sup>th</sup> Grade Event - You will need to plan activities for the rest of your group for this night.

**Thursday** — Wrap-Up Session (church planned activities to wrap-up learning from entire week.)

## **Ideas for Church Planned Activities**

- Schedule in the office for a Mt. Lebanon staffer to lead devotion.
- Movie Night
- Variety or Talent Show
- Scavenger Hunt
- Theme Night - Super hero, western, Luau, etc.
- Sports Night
- Provide Snacks
- Sign up at the first Shepherd's meeting or in the Mt. Lebanon office for a campfire

# Requirements for Adults

Adult leaders who attend camp with your children from your church are called “shepherds”. They must be at least 18, and be authorized by your church to serve as shepherds and work with minors. *Texas Department of State Health Services requires one male shepherd for every ten boys and one female shepherd for every ten girls.*

## Adult Registration Screening Form

All adults attending camp must fill out this form.

- Churches need to do background checks on adults that are attending camp.

## Child Protection Training

Texas Department of State Health Services requires every adult, working with minors at camp, to take an authorized *Child Protection Training* course. The required *CPT* course can be administered by your church, with materials provided by Mt. Lebanon at no charge. Or, you can also use *ministrysafe.com* to take the course and test. There will be a fee to use this site.

- *CPT* material is provided at the Mt. Lebanon website.
- Call Mt. Lebanon, if your church needs a copy of the *CPT* DVD.
- All adults coming to camp must have scored a 70, or better on the exam.
- Present *CPT* certificates at Monday registration.
- Any adult that comes to camp without a certificate will have to take the course Monday at 11:00 AM. They will not be allowed to work with the campers, until this done.
- Certificates are valid for 2 years.

# Forms for Children

## Required

- **Camper Registration**

- ❖ *Included on the registration form is a chart for listing any medications and the time of day to be administered while attending camp. All medications will be maintained and administered at the Health Center. Each child receiving medication must have a 1 quart heavy duty Ziploc bag containing their medication in the original dosing container from the pharmacy. Health Center personnel will follow the dosage instructions as noted on the original container. All medications will be turned in to the Health Center when the group arrives at camp.*

- **Health Insurance**

You may list the insurance information on the back of the camper registration form, or include a copy of the card (*front and back*). Please indicate on the form if a camper does not have insurance.

## Optional (*Dallas Baptist Association Churches Only*)

- **Patton Scholarship Application Form**

An endowment has been established to help children from DBA churches attend camp. Only DBA churches that have an established pattern of giving to the DBA will receive scholarships.

# “The Basics” of What to Bring to Camp

## Information for Campers and Parents

**Bible** – We recommend sending a Bible that does not have any sentimental value. They are sometimes lost or damaged at camp.

**Shoes** - Athletic shoes are required during all recreation times. Shoes must be worn to and from the pool areas.

**Clothing** - Clothing must be modest. Shorts and t-shirts can be worn to all activities. Boys, shirts must be worn at all times when not at the pool.

**Swimwear** - Must be modest. If swimwear is considered inappropriate by a lifeguard, they will be asked to wear a t-shirt. Girls must wear a cover-up to and from the pool areas.

- For girls: no bikinis or revealing swimwear, a modest one piece or two piece tankini.
- For boys: no cut-offs or revealing swimwear.

**Bedding** - Bedding for a twin-sized bed, pillow, blanket, or sleeping bag.

**Personal Items** - One shower towel, one pool towel, shampoo, soap, toothbrush, toothpaste, and deodorant.

**Durable Water Bottle**

## What NOT to Bring to Camp

**Electronics:** Including but not limited to: cell phones, MP3 players, TV's, Game Boys, CD Players, etc.

**Weapons:** Guns, knives, etc.

**Misc.:** No fireworks, shaving cream, skate boards or roller skates

# Extra Money

(Small bills and quarters are best)

## The Gift Shop

- Located in the dining hall
- Prices range from .25 cents to \$20.00

## Camp Personalities

The bands, pastors, drama groups who are leading each week will have items for sale (CD's t-shirts, etc.) in the dining hall. Prices range from \$5.00 to \$20.00

## Pictures and Camp DVD

- 8x10 pictures (church group)-\$7.00
- Camp DVD-\$12.00
- Each church will receive 1 group picture, DVD, and flash drive with the group's picture, and other materials.

## Crafts

- Will be sold at the Camp Chuala Shack.
- Prices range from .50 cents to \$5.00

## Pedal Carts

- New for 2012 is our Pedal Cart Track at Camp Chuala.
- Price: \$2.00

## The Canteen

- Located by the swimming pools - will sell drinks and a few snack items.
- Prices range from \$1.25 to \$2.00

*\*Important Note: Water fountains are located throughout camp. Campers and Shepherds can fill up their water bottles anytime.*

## Vending Machines

- Located all over our campgrounds.
- Prices range between \$1.00 and \$5.00

# Information for Parents

## *(How to reach your camper)*

### 1. Call your Church Leader

Leader Name \_\_\_\_\_

Leader's Cell \_\_\_\_\_

### 2. Emergency Contact Only:

Daytime (8:00 AM – 5:00 PM) Phone: 972-291-7156

Night (5:00 PM – 8:00 AM) Phone: 972-489-0325

Health Center (all hours) Phone: 972.291.7634

### Camper Mail and Messages

- All mail and messages are placed in the church's mail slot
- Parents can email their campers from the Mt. Lebanon Website.
  - ❖ *Please limit yourself to 1 email per day.*
  - ❖ *When emailing your camper, if they are attending camp with a First Baptist Church, please specify city.*
- Packages are placed around the mail area
- Non-emergency messages from the Camp Dean are placed in church's mail slot.
- If there is an emergency, the office or health center will call the lead shepherd.
- Please check your church mail slot several times throughout the day.

### US postal address:

Camper Name

Church's Full Name (example: not just First Baptist)

Mt. Lebanon Baptist Camp

P.O. Box 427

Cedar Hill, TX 75106-0427

### Parcel Delivery only to street address (UPS, Fedex, ect.):

Camper Name

Church's Full Name

Mt. Lebanon Baptist Camp

1701 Texas Plume Rd.

Cedar Hill, TX 75104

# **Checklist for Registration**

**No Child or Adult will be permitted to register without all required documentation.**

- Registration forms for all campers and shepherds. Place in ABC order and separate girls, boys and shepherds. (You may want to make copies of these for your own records.) The originals will be turned in to Mt. Lebanon.
- Copies of Health Insurance Cards for everyone (front & back)
- Child Protection Training Certificate for all Shepherds
- Background Check Form documenting checks on all Shepherds
- Medicine for each Camper in individual 1 quart heavy duty Ziploc bags with the child's name in Sharpie on the outside and a copy of their medication list from the registration form enclosed. (You should keep a list of who needs to take medicine and at what times they need to go for your own records.)
- Credit Card or Check made out to Mt. Lebanon Baptist Camp for the total amount due.
- Completed list of Shepherd Groups
- Personal list of children's names and what size t-shirt they ordered
- Personal list of shepherd groups and their t-shirt size
- Gate Entrance Code – There may be people from your church who need to come to camp once the gate is closed. Please make sure they have your assigned code that will allow them to enter. We count on you to background check and approve those you have given your entrance code. Please note that while we understand that pastors or ministry workers may want to come to camp for a day; parents, siblings or other individuals are not permitted to “come visit” for the day.

# **Items that May be Helpful at Camp**

- ❑ Water cooler to transport water for your church group during outdoor recreation times
- ❑ Bungee cords to hold cooler on golf car (In the seat)
- ❑ Special snacks for campers
- ❑ Portable activity schedule for shepherds to carry (some like to laminate nametags and place schedule on the back to wear on lanyards)
- ❑ Nametags listing Camper name, church group and color/letter group
- ❑ Camera for candid shots
- ❑ Video camera for candid shots of your church group
- ❑ Tool Kit with items such as band aids (for minor scrapes), sunscreen, bug spray, feminine products, disinfectant wipes, hand soap for bathrooms, flashlight
- ❑ Supply of board games in case of severe weather
- ❑ Alarm clock
- ❑ Ziploc bags
- ❑ Teaching/Classroom supplies – sharpies, paper, tape, pencils, pens
- ❑ Decorations for your lodging/golf cart
- ❑ Nametags for camper bunks
- ❑ Paper towels and hand soap for bathrooms
- ❑ Night lights for the lodge

***Please remember that all forms and the latest information will be available at:***

<http://mlebanoncamp.com/summer-camp/forms/>