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2010 Workcamp Leader Manual

Thank you for choosing to serve with us this summer!

This manual contains vital camp information necessary to successfully prepare for the up-coming camp. It will be online all year so you can access it anytime, although you may find it most helpful to just print it out.

Click on any of the above tabs to select a section.

We also provide additional resources that, although they are not vital to your camp planning, are still very useful. An adult guide, a sample menu, pre-camp meetings and pre-camp devotions are just a few of these resources. These are located just under the Leader Manual link in the “Registered Groups” section on our web site.

Please feel free to contact us anytime if you have any questions.

Blessings,
Group Workcamps Foundation



SCHEDULE

SUNDAY

12–2 p.m. Registration/Check In
 3 p.m. Welcome program
 4:15 p.m. Adult meeting
 5–6:30 p.m. Dinner & free time
 7 p.m. Evening program
 Meet your crews
 Project assignments
 8:30 p.m. Youth group devotions
 10:30–11 p.m. Get ready for bed
 11 p.m. Lights out

MON, TUES, THURS & FRIDAY

6:45 a.m. Wake-up call
 7–7:45 a.m. Breakfast
 Gather tools
 Fill water jugs
 Pack coolers with lunches
 8:00 a.m. Morning program
 8 a.m.–3:30 p.m. Depart for sites after program
 Work on project
 Eat lunch
 3:30 p.m. Return to lodging facility
 Report progress
 Shower Time
 Recreation/free time
 5–6:30 p.m. Dinner
 7:30 p.m. Evening program
 8:30 p.m. Youth group devotions
 10–11 p.m. Adult-only shower time
 10:30 p.m. Get ready for bed
 11 p.m. Lights out (midnight Friday)

WEDNESDAY

6:45 a.m.–12 p.m. Same as Monday
 12:30 p.m. Return to lodging facility
 Group free time
 Dinner on your own
 7:30 p.m. Evening program
 8:30 p.m. Youth group devotions
 10–11 p.m. Adult-only shower time
 10:30 p.m. Get ready for bed
 11 p.m. Lights out

SATURDAY

7–8 a.m. Breakfast
 7–9 a.m. Room checkout
 Pick up care cards
 Groups depart

SPECIAL MEETING

Tuesday 4:15 p.m. Adult meeting

- ➔ Make copies of this and distribute to your participants so they don't miss anything!
- ➔ Remember, attendance is mandatory from start to finish, so plan travel times accordingly.

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WHAT TO BRING

PERSONAL ITEMS:

- Air mattress, cot, or foam pad (twin-size)
- Sleeping bag or sheets
- Blanket and pillow
- Towels and washcloths
- Swimsuit and shower shoes
- Toothpaste and toothbrush
- Soap and shampoo
- Any prescription medications
- Laundry/plastic bags (for dirty clothing)
- Long jeans or pants
- Shorts
- Work shirts
- Socks
- Pajamas
- Work boots or sturdy shoes
- Water bottle
- Personal health insurance card or legible copy
- Bible
- Tools from the "Tools to Bring" list
- Jacket
- Sunglasses
- Sunscreen
- Bandannas, a hat, or visor
- Insect repellent
- Mirror*
- Camera*
- GPS* (recommended for drivers)
- Rain gear*
- Musical instruments*
- Fans* (most schools are not air-conditioned)
- Flashlight*
- Alarm clock* (battery-powered)
- Spending money*

*Optional Items

ITEM TO BRING AS A GROUP:

This was such a success last summer that we are again asking each group to bring canned or boxed food to camp with them. Working together, we all can make a huge difference to literally thousands of families.

Here's the details:

- All food and donations will be given to a local food agency.
- If transporting food is a challenge, bring money to purchase food while at your camp location.
- Please donate only canned or boxed food (no glass jars).
- The sky is the limit! Last year, we raised over 156,000 items, can we beat that? Involve your group, your congregation, friends, and your local businesses in the effort. You can even add more food to the pile throughout the camp week.

WHAT NOT TO BRING:

- Alcohol, tobacco products, or illegal drugs
- Expensive clothes or jewelry
- Computers, electronic games, or anything really valuable
- Fireworks, weapons or toy guns
- Skimpy or revealing clothes
- MP3 Players/cell phones/iPods. We prefer you leave these items at home, for security purposes and because they can interfere with meeting new friends. But if you do bring any of these items with you, they may only be used in your sleeping room—not on project sites, during programs, or in public areas.

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TOOLS TO BRING

EACH YOUTH SHOULD BRING:

- Safety goggles
- Work gloves
- N-95 disposable mask
- Tool pouch, bag or bucket
- Small, medium, and large paintbrushes
- Paint roller
- Paint roller cover
- Paint tray
- Paint scraper and/or wire brush
- Screwdriver
- Hammer
- Spray bottle
- Tape measure

AS A GROUP BRING:

- Spade shovel (2 per group)*
- 1 box of rags
- 16-ft extension ladder or longer (1 per 6 people)
- 8-ft stepladder (1 per 6 people)
- Electric drill and bits (2 per group)*
- Post hole digger (2 per group)*
- Jigsaw (1 per group)*
- First-aid kit (1 per group)*

*If your group is larger than 50 participants, please double these items.

EACH ADULT SHOULD BRING:

- Safety goggles
- Work gloves
- N-95 disposable mask
- Tool pouch, bag or bucket
- Paint roller extension handle
- Utility knife
- Chalk line
- Family-size cooler (on wheels, if possible)
- One 5-gallon water jug
- Chisel
- Caulking gun
- Circular saw
- Level
- Nail bar
- Square
- Extension cord and ground fault interrupt

TOOL TIPS:

- The only tools at a Workcamp are those that groups bring with them.
- Many tools will be shared with other participants.
- Label all your tools so you get them back.
- You may not use all the tools you bring, but it is better to have a tool you don't need than to need a tool you don't have.
- Flying to camp? Please still bring tools! You can ship them ahead or purchase them when you arrive at your camp location.

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BACKGROUND CHECKS

BACKGROUND CHECKS ARE REQUIRED!

To provide a safe environment, Group Workcamps Foundation requires adults, age 21 or older, to get a national background check (also called multi-state criminal record search) through a qualified service provider.

Background checks should not be sent to Group Workcamps but need to be retained at your church. Your church must send verification once the background checks are completed to Group Workcamps at least 30 days before your camp starts. We strongly encourage you to run your background checks as early as possible.

Read the following "Background Check Standards and Requirements" to see details about our background check requirement. Please see the following page for the actual "Background Check Verification Form" that the pastor must complete. Print both of these pages out for each of your adults, and give them to your pastor.

If your church is **NEW TO BACKGROUND CHECKS**, here are some ideas to get you started:

- Check with your church's insurance provider. Many of them offer background checks for a reduced fee.
- Search the Web for companies. Type in the key phrase "Multi-State Criminal Record Search". Refer to the enclosed "Background Check Standards and Requirements" to make sure they meet our criteria.
- Still struggling? Here are a couple organizations groups have used in the past:
 - Criminalwatchdog.com They offer a national check starting at \$18.95. Their website says that they can give results within 30 seconds, and are available 24 hours per day, 7 days a week.
 - Efindoutthetruth.com As of October 2009, they were offering a limited time background check special for new customers of \$10 per background check, regularly priced at \$14.95. Results are within 12-24 business hours.
 - **Recommended company: Church Volunteer Central.** Group Publishing's volunteer management organization is proud to announce a new background check option for 2010! "Shepherd's Watch Screening Solutions" not only offers cost competitive background checks, at \$19 each, but also throws in training and consulting - available the whole year! Allow at least 2 weeks to set up an account before background checks can be processed. Call 1.800.761.2095 for more details or visit ChurchVolunteerCentral.com

If your church **ALREADY RUNS BACKGROUND CHECKS**, great! Make sure that each adult's background check is no older than 3 years from the time of the camp and that they are multi-state. Then all you'll need to do is give your pastor a copy of that background check and have him/her sign the verification form for each qualified adult and send it back to us.

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BACKGROUND CHECKS

BACKGROUND CHECK STANDARDS AND REQUIREMENTS:

Group Workcamps Foundation, driven by our commitment to provide the best possible mission experience for all participants in a safe and secure environment, requires the following:

REQUIREMENTS:

All adult participants (age 21 and older) that are registered for a Group Workcamp must submit to a national background check and send a signed verification form to Group Workcamps.

Administration of the required background check is the sole responsibility of the adult participant or their church. The background check must be conducted by a qualified service provider and include the following minimum criteria:

- Multi-State Criminal Record/Sexual Offender
- Search Social Security or Identity Verification

RETENTION OF RECORDS:

The church must keep a copy of the background check on file for a period of six years from the date of the camp. This requirement meets the statute of limitations in the State of Colorado for filing a civil claim of child sexual abuse. The documentation is to be available in the event that any allegation or charge of misconduct is made against the adult participant while on a Group Workcamps mission. This requirement is in place whether or not an adult leader or church participates in a Group Workcamps event again.

AUTHORIZED SIGNATURE:

Group Workcamps requests that the Senior Pastor sign the "Verification of Background Check" form. If a church is in transition between pastors, a recognized legal agent of the church may sign. No one may sign his or her own verification form. Signed verification forms, for each adult, must be mailed or faxed to Group Workcamps at least 30 days before your camp begins. Group's fax number is 970-292-4371.

ADULT LEADER DISQUALIFICATION:

For the sake of participating as an adult leader at a Group Workcamps event only, the following behaviors discovered in a background check will automatically disqualify a person without review or recourse:

- Sexual crimes involving children, youth or adults resulting in conviction
- Violence against another person resulting in a felony conviction within the last 10 years
- Use, or distribution, of illicit drugs or controlled substances in the last 10 years
- Property crime resulting in conviction in the last 10 years

We cannot make exceptions to this requirement for any reason, including testimonies of miraculous rehabilitation. The church is responsible for replacing the disqualified adult leader. However, the church is not obligated to report specific findings to Group Workcamps. Other infractions that may come up on a background check will not necessarily disqualify a person by our standards. Call if there are any questions about the suitability of an adult to serve at one of our mission experiences.

AGE OF DOCUMENTATION:

Group Workcamps requires that background checks on file at the church be no more than three years old (from the camp start date) for active adult participants. Adults with documentation on file that is older than three years must submit to a new check in order to meet these requirements. The Background Check Verification form for those within the three-year window includes acknowledgement from a pastor or recognized legal agent of the church that, to the best of their knowledge, none of the infractions that would disqualify an adult (see above) has occurred since the last background check.

1.800.385.4545 option 3

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BACKGROUND CHECKS

BACKGROUND CHECK VERIFICATION FORM

→ To be completed by Pastor or recognized legal agent of the church and faxed to Group Workcamps 30 days before the camp starts.

Completing the information below, accompanied by the signature of a qualified representative of the church, constitutes a promise that all background check requirements set forth by Group Workcamps have been met.

This form is for: _____

who currently lives at: _____

on behalf of our church: _____

The church is located at: _____

By signing below, I verify that the person listed is an adult camp participant (age 21 or older) representing our church as a volunteer or staff member. I also certify that the above person has submitted to a multi-state criminal record search that meets the minimum requirements for participation in a Group Workcamp, and according to the results of their background check, he/she meets the Group Workcamps requirements. Further, to the best of my knowledge, since their last background check, this person has no record of:

- Sexual crimes involving children, youth or adults resulting in conviction
- Violence against another person resulting in a felony conviction within the last 10 years
- Use, or distribution, of illicit drugs or controlled substances in the last 10 years
- Property crime resulting in conviction in the last 10 years

RELEASE AND INDEMNIFICATION for attendance at: _____

The undersigned church agrees to waive any claims and hold Group Workcamps and any of their officers, directors, employees, or agents harmless, and indemnify, release, and discharge Group Workcamps and its directors, officers, employees, and agents from liability and all costs arising from any member of your church group's participation in Group Workcamps' activities.

Background Check Provider's Name

Date of Background Check (Month/Year)*

Church Representative's Name**

Representative's Title

Church Representative's Signature

Today's Date

*Group Workcamps requires that all background checks be no more than three (3) years old.

**No one may sign his or her own verification form.

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FAX: 970-292-4371

THEME & PROGRAM DETAILS

OUR PROGRAMS RATE AS ONE OF THE BEST PARTS OF THE WEEK!

- One of the most exciting parts of a Group Workcamps mission experience is the daily programs! We deliver high-impact programs to help your students connect the service they're doing to their faith.
- Our number-one goal is that each participant grows in his or her relationship with Jesus. We design our programs with that in mind, focused on today's teens. We have a wonderful diversity of churches that participate in our camps, so we focus on the core beliefs that Christians have in common.

RECRUIT TWO STUDENT LEADERS

New this year! Recruit two youth to be your group's official "Student Leaders." We would suggest one guy and one girl. Along with recruiting them and giving them titles, give them your trust and some responsibilities of their own. You'll be helping train future mission trip leaders, as well as giving yourself some needed help! During the camp week, Student Leaders will be asked to assist you with various tasks like checking your group in and out of rooms. Go ahead and invite them to attend the Adult Meeting with you on Sunday. It's all part of an effort to give your kids more opportunities to grow in their leadership abilities.

PROGRAM THEME

UNDESERVED—The Story of the Prodigal Son

Scripture: Luke 15:11-32

Central verse: Luke 15:24 – "For this son of mine was dead and has now returned to life. He was lost, but now he is found. So the party began."

During the camp week, we'll take a surprising look at the characters of this story and discover how they dealt with their father—and how he dealt with them. Through that lens, campers will begin to understand why Jesus told us this amazing parable, and have a daily opportunity to examine their own life and faith. It's about God's greatest desire—having a relationship with each of us.

DAILY THEMES

Monday: *Myself*. A look at the younger son and what drove him to leave his home and family.

Tuesday: *My Friends*. Who did the younger son hang out with while he was off in the far country? And, we'll look at the importance of the relationships that we choose and the effects they can have on our lives.

Wednesday: *My Family*. We'll examine the older son, and his response to the whole situation.

Thursday: *My Faith*. This is the most amazing part of the story—the father's response to his son's return.

Friday: *My Future*. For the younger son, his story ends with a new beginning—a party in his honor. The past is over, and a bright future is ahead.

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THEME & PROGRAM DETAILS

WHAT TO EXPECT FROM OUR PROGRAMS:

- To be involved! Since all of us learn better by doing, our programs get people involved—it's not a show you just sit and watch. Everything we do is REAL: Relational, Experiential, Applicable, and Learner-based. Our research has shown experiences that are REAL help people learn more, remember it longer, and experience a greater impact.
- High-impact multi-media: sound and video that will grab your students' attention and help them focus on the daily theme.
- Moving worship music: the music we use is some of the most popular worship music for Christian teenagers. If you play a musical instrument, bring it! (You are responsible for its care and protection.) There will be opportunities for you and your youth to take an active role in the music part of worship. Rehearsal times will be announced at camp.
- Games and other fun activities to help participants build relationships.
- Drama and stories that will emphasize the daily theme.
- Trained program staff.
- Biblical messages—delivered in many ways—that connect and emphasize the daily theme. This will challenge your students to grow closer to God in ways they'll never forget.

WHAT WON'T BE IN OUR PROGRAMS:

- A "typical" worship service, as if there is such a thing. All of us worship in different ways. Our programs are designed to help all of us find common ground to worship, in a neutral location, the God we all serve.
- The sacraments. Different denominations do these differently, but please feel free to celebrate these during your youth group devotions if you wish.
- An "altar call." You and your teenagers will be given opportunities to make a commitment to God in a variety of different ways at different times...without pressure or manipulation.
- A sermon. We've learned that most teenagers don't find sermons appealing. And in our research on how people learn best, we've found that people have greater life-changing experiences when they actively participate, not when they sit and listen. Your teenagers won't just hear about service; they'll actually do it, and because of that- it'll impact them much more powerfully. The same thing happens in our programs. We'll challenge you in a lot of unique and interesting ways...ways that make an impact that lasts for a lifetime.
- Negative messages about any faith group. We're all at camp to serve together, not debate or belittle one another over our differences.

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THEME & PROGRAM DETAILS

WHAT WE BELIEVE

We know it's scary partnering with an organization that's not related to your denomination. It's common to wonder things like, "What will they be telling my kids?" "Will they say things we disagree with?" "Will they teach a biblical message?" "Will my kids enjoy it?" Your radar will naturally be a little more sensitive, looking for things you disagree with. We understand. All of us at the Group Workcamps Foundation come from different faith backgrounds.

Here is our statement of faith, which you'll likely notice is similar to the basic creeds and statements of faith of orthodox Christian churches the world over:

- We believe people receive forgiveness of sins and eternal life through a relationship with Jesus.
- We believe the Bible is the inspired, authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ, in his virgin birth, in his sinless life, in his death on the cross, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal return.

Maybe your church doesn't say it quite like that. Or maybe you would say more or less than this. On the camp, all our differences will come together as we serve and worship. Youth leaders have told us how much they appreciate the job we do at bringing everyone together to focus on God.

If you ever hear or see anything during the camp that differs from your church's beliefs, you'll have the opportunity in your evening youth group devotions to talk about this with your kids. If they hear things that are different from what you teach in other parts of their lives, you'll can use the evening devotions as teachable moments and help them understand how your church connects to God.

Again, our main goal at these camps and evening programs is to help you and your students grow closer to Jesus. We see this happen in many wonderful ways, year after year after year. We look forward to seeing your group grow closer to God as you serve with us this summer.

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CODE OF CONDUCT

WHAT IS IT?

We want everyone to have an enjoyable experience during the week. This is more likely to happen when participants have a clear picture of behavioral expectations. Photocopy the Code of Conduct found on the next two pages and distribute it so everyone will be on the same page. We require the observance of the following Code of Conduct by all participants and we expect only the best behavior from all youth and adults. Hopefully you'll agree with what "best behavior" means to us and help encourage it!

HOW IS IT ENFORCED?

- Illegal activity will be immediately brought to the attention of the local authorities.
- The Director/staff will process a sexual misconduct situation with input from Group Workcamps leadership and the local authorities.
- First-time minor offenses against the Code of Conduct will be brought to the attention of the youth leader (or contact person). It will be up to the youth leader to devise actions, if any, to be taken and to notify the Director/staff.
- Second-time minor offenses will be brought to the attention of the youth leader. He/she will discuss the behavior and consequences with the Director/staff. The Director/staff will have the final authority on actions to be taken.
- If a participant is removed from the camp, the youth leader will be responsible to carry out the details to make this happen.
- The Director/staff is the final authority on camp disciplinary actions. The Director/staff is instructed to immediately remove participants who pose a danger or threat to others, who participate in illegal activity, or who create significant distractions or disruptions to the other participants or staff.

CODE OF CONDUCT

TO PROVIDE THE BEST EXPERIENCE, ALL YOUTH AGREE TO THE FOLLOWING:

Your signature on the “Camp Participation and Release Agreement” sheet accompanying your Camper Information materials verifies that you have read, understood, and agreed to this Code of Conduct.

- I will respect the spiritual growth and work goals of the camp and participate in all scheduled activities, which are designed to make the most of my camp experience.
- I will not act or behave in a way that creates significant distractions or disruptions to other participants or staff.
- I will respect the privacy of others by not entering into areas of the lodging facility that are assigned to females if I am a male or areas assigned to males if I am a female.
- To respect the people of the community and other campers from diverse denominations, I will dress and behave modestly. The community will expect our dress and behavior to be different as Christians.
- I will respect the local community and those we live with for the camp week by not damaging the lodging facility or other property.
- I will respect those around me by not using obscene or abusive language or engaging in reckless behavior that could cause harm to others or myself.
- To help the camp time be focused on interacting with God and others, I will not bring electronic video devices, computers, or toy guns. I understand there is no security for valuables.
- In order to build relationships with participants and residents at camp, I will not text message or use my iPod, MP3 player, etc. on worksites or during worship programs. I may use my cell phone to call the camp office or respond to an emergency.
- For my safety, I will not leave the lodging facility or project sites without an adult if I am under 21.
- I will not change room assignments, so my location will be known if I need to be contacted in an emergency.
- To respect other campers and so all can get the rest needed, I will respect the scheduled lights-out time.
- I will not have in my possession or use fireworks, firearms, illegal drugs, weapons or alcohol. And I will obey all the laws of the community and state in which I am serving. I know that illegal activity will not be tolerated and that local police will be called if necessary.
- To respect others, I will not use tobacco in vehicles, at the project site, at the lodging facility, or in neighboring residents' yards. I understand it is illegal to use tobacco on most school grounds.
- I will respect and follow the directives of my adult leaders, other camp adults, and Group camp staff.
- I will respect others by avoiding inappropriate sexual activity. I will not engage in sexual misconduct, which can include inappropriate comments, gestures, or physical contact.
- I have read and understand this Code of Conduct. It is out of respect for God, myself, and others that I abide by these rules. If I violate these rules, I may be denied the privilege of participating in the camp. I may be asked to leave (without reimbursement of expenses or registration) at the request of my youth leader or camp staff.

1.800.385.4545 option 3
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CODE OF CONDUCT

TO PROVIDE THE BEST EXPERIENCE, ALL ADULTS AGREE TO THE FOLLOWING:

Your signature on the “Camp Participation and Release Agreement” sheet accompanying your Camper Information materials verifies that you have read, understood, and agreed to this Code of Conduct.

- I will follow all the camp rules that youth are expected to follow (listed in the Youth Code of Conduct).
 - I will show respect to camp participants from all churches. I will act as a positive role model.
 - I will not act or behave in a way that creates significant distractions or disruptions to other participants or staff.
 - I will be alert to any potential safety risks and take action to prevent injury to other participants or myself.
 - I know camp attendance means living in a very close Christian community for a week. All adults are expected to respectfully correct the inappropriate actions of any participant, even if he or she is not part of my group.
 - In order to build relationships with my group, my crew, and others at camp, I will not text message or use my cell phone, iPod, MP3 player, etc. on worksites or during worship programs. I may use my cell phone to call the camp office or respond to an emergency.
- I will show respect to all other youth and their adult leaders. I will not ridicule or humiliate youth. And I will be an encourager of youth, particularly in my crew during the camp week.
 - I understand the camp is an adventure in which we occupy a local school, or similar facility, and may sleep on floors. Some services may be limited or nonexistent, such as non-emergency telephones, hot water, or secure places to hold valuables. I will not bring valuables that cannot be stored in my vehicle.
 - I will model respect for others and avoid inappropriate relationships. I will direct my time and attention to all, rather than selected, youth and adults with whom I serve, work, and associate.
 - I will support the staff by encouraging my group's youth and adults to follow the Code of Conduct, schedules, and camp processes.

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PAYMENTS & CANCELLATIONS

DEPOSITS:

The \$50 deposit per space is not refundable at any time and does not get applied towards your balance due. So you want to be sure to only register the number of spaces that you intend to fill. Any cancellations (made prior to 30 days before the camp) will result in loss of the deposits.

PAYMENT DATES:

March 15, 2010: 50% of remaining balance due

May 15, 2010: Final balance due

Please mail a check or money order or make a credit card payment by these dates. Unpaid spaces will be cancelled.

ADDITIONAL SPACES:

Additional participants can be added as long as the camp has capacity, just give us a call.

Registrations must be paid in full prior to the camp. Payments will not be taken at check-in and groups may not bring unpaid participants on the camp.

SWITCH LOCATIONS:

You may switch camp locations as long as there's space available in the new camp, up until 30 days prior to camp.

Give us a call to take care of this.

CANCELLATIONS:

- Cancellations must be verbally communicated to the Registration Team by calling 1.800.385.4545, option 3.
- We will not assume you are changing the number of participants you have registered if you send in a different number of camper forms. If you need to cancel a space, please call us.
- If an individual cancels, his/her \$50 deposit cannot be applied to your total balance; it is nonrefundable. However, this deposit can be applied to a new participant so try to replace the cancelled individual.
- If a youth group or individual cancels at least 30 days prior to the first day of the camp, registration fees (less the \$50 deposits) will be refunded.
- If a group or individual cancels within 30 days of the first day of the camp, no registration fees will be refunded.
- All registration fees must still be paid for anyone cancelling within 30 days of the camp.

CANCELLATION/FORMS DEADLINE:

Please see the dates below for the cancellation deadlines—these are also when your Camper Information forms are due back to Group. (Camper Information forms will be mailed to you in the spring.)

| If your camp starts: | your paperwork is due on: |
|----------------------|---------------------------|
| June 13, 2010..... | May 13, 2010 |
| June 20, 2010..... | May 20, 2010 |
| June 27, 2010..... | May 27, 2010 |
| July 4, 2010 | June 4, 2010 |
| July 11, 2010 | June 11, 2010 |
| July 18, 2010 | June 18, 2010 |
| July 25, 2010 | June 25, 2010 |

Any cancellations made after the paperwork due date are non-refundable.

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FAQS

WHAT ARE THE AGE REQUIREMENTS?

- Junior/senior high locations: Ages 12+, or entering the 7th grade in the fall of 2010
- Senior high locations: Ages 14+, or entering the 9th grade in the fall of 2010

WHAT IF SOMEONE DOES NOT MEET THE AGE REQUIREMENTS?

Anyone arriving at the location that does not meet the minimum age requirement will be sent home at the expense of the parent or guardian. Only participants are permitted at the lodging facility and at the project sites.

HOW MANY ADULTS DO WE NEED TO BRING?

Group Workcamps requires every group to bring one adult (over 21 years of age) for every five youth (20 and under). This ensures that there is at least one adult on every project site. If you register both male and female participants, bring at least one male and one female adult. This ensures that there is at least one adult in every sleeping room.

WHAT QUALIFIES SOMEONE AS AN ADULT?

A participant is considered an adult at camp if they are at least 21 years of age.

WHAT IF WE HAVE EXTRA ADULTS?

Groups are certainly welcome to bring extra adults beyond the 1-to-5 ratio. In addition, extra adults do have the option of serving on staff during the camp. If an adult is accepted into a staff position on the camp, they no longer count in their group's registration number and therefore do not have to pay the registration fee. If you have a registered adult participant that is accepted into a staff position, please call the registration team to let them know you need to cancel his or her space and receive a refund for it. For more details about staff positions and how to apply, please call our staffing team at 1.800.385.4545, option 5 or go to our website GroupWorkcamps.com and click on "[Join our Team](#)".

CAN WE ARRIVE LATE OR LEAVE EARLY?

No, attendance is mandatory from start to finish for all participants. Every part of the program is valuable and helps guarantee a life-changing week. No exceptions on this one, so please make travel arrangements accordingly.

WHAT DO WE DO DURING OUR FREE AFTERNOON OFF?

This is your group's time to spend together, so plan something fun and relaxing! You may want to assign someone in your group the job of researching the area that you are going to for ideas. We did list some ideas for you at GroupWorkcamps.com—just click on "Locations" and then click on your camp's description to open up details. Some groups like to wait to plan activities during this time until they actually arrive in the community and have the chance to look around and ask locals for their suggestions. In some locations, our local partner in the area may actually put together an event for that afternoon just for camp participants.

1.800.385.4545 option 3
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FAQS

WHAT TRANSPORTATION DO WE NEED TO PROVIDE?

- Each church must provide transportation to and from the camp location as well as daily transportation to and from the project sites. They need to provide enough seats for every participant in their group.
- All vehicles must be available for transportation to and from the sites. Mileage will not be reimbursed for vehicles used during the camp week or for traveling to and from the location.
- Vehicles with a minimum capacity of six passengers are required, with seat belts for every passenger. While adult leaders will be driving the vehicles they bring, they typically will not be transporting a crew that includes just their own group members. Typically, the youth from your group will be traveling with their crew in different vehicles.
- For 2010, there are 3 locations that we listed as “**Not Bus Accessible**”. These locations are Dunmore WV, Montgomery WV, and Red Mesa, AZ. Due to rough terrain and narrow roads, buses cannot be accommodated at these locations. If you are attending one of these camps, please plan on renting smaller vehicles.

WHERE DO PARTICIPANTS STAY?

We use local schools or similar facilities for lodging. Participants bring air mattresses, sleeping bags, or other bedding and sleep in classrooms. Adult leaders are assigned to the rooms with their own youth, and separate sleeping quarters are assigned to males and females. Sleeping quarters may be shared with people from other youth groups. Specific lodging information, including address, local directions, and emergency phone numbers, will be mailed to all groups in the spring.

WILL THE LODGING FACILITY HAVE AIR-CONDITIONING?

Typically, the community we are serving in has given us the best facility that they can. It is important to remind your group that we are coming into the community as servants, and we want to demonstrate Jesus’ love by being ready and willing to forgo certain luxuries. Air-conditioning may not always be possible, so please plan to bring some fans with you.

WHAT ABOUT SHOWERS?

There will always be showers available during the week for participants. They may be in locker rooms at a school or gym or even constructed outside at the lodging facility. They will always be gender separate, and we try to make them as private as possible, but please remind your participants to bring their swimsuits.

WHAT ABOUT FOOD? WHAT IF I HAVE SPECIAL DIETARY NEEDS?

We have placed a Sample Menu in the Additional Resources for you, you’ll see that we offer a great variety of food during the week. For special diets, participants are welcome to bring their own food to substitute in. There is a Café Host staff person at camp who will be able to tell you where to store it. We also suggest that someone with a special diet ask to take the role of Break Maker on their work crew so that they can be in charge of what goes in and out of their crew’s lunch cooler.

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FAQS

HOW ARE THE WORK CREWS SET UP?

- Crews typically consist of six people: at least one adult and five youth. Adults will be age 21 or older.
- Participants are assigned to crews based on their age, gender, skills, and driving responsibilities.
- Your youth and adults will be assigned to different sites with youth and adults from around the country.

- While providing ample time for your youth group to spend together during the week, we also typically assign work crews by mixing participants from different churches, denominations, and geographical locations.
- Although some participants are initially hesitant about being on a crew with people from other churches, it becomes one of the highlights of the week!
- Year after year, this way of assigning crews has been shown to help foster new friendships, build leadership and social skills, and broaden participants understanding of the Christian faith. We have also found that participants generally work harder and tend to be on their best behavior when not around their usual friends.
- If splitting up is a problem for your group, we are willing to accommodate your needs; just give us a call at 1.800.385.4545, option 3.

WHAT WORK WILL WE BE DOING?

Participants will be doing home repairs on the homes of local residents during the week. The residents that we serve either cannot afford to pay for these repairs or cannot physically do them. They are humbled and excited that we offer to do these repairs for them at no cost. We typically select repairs that can be completed during the duration of one week.

HOW FAR ARE THE WORK SITES FROM THE LODGING FACILITY?

We select homes that are no farther than 30 to 40 minutes from the lodging facility.

WHAT WILL THE EVENING PROGRAMS BE LIKE?

Please see the Theme and Program Details section of this manual.

WHAT MUSIC WILL THERE BE?

Please see the Additional Resources in January for the Sample Music list.

WILL THERE BE DEVOTIONS?

Group Workcamps provides participants with amazing devotions that tie in the service aspect of the camp with their Christian faith. Two devotions a day are provided—one to do with your work crew over lunch and the other to do in the evenings with your own group. In this handbook, we also include devotions that participants can do after camp to help them reflect on how the week effected them.

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FAQS

WHAT FORMS ARE WE REQUIRED TO FILL OUT?

Group Workcamps will send all registered groups a packet of forms in March (or two weeks after you register if you register later than March). All forms need to be returned to Group at least 30 days before your camp. The forms are:

Your Group List

This form tells us in a quick glance who is in your group.

Verification of Background Check Form

You should return one of these, filled out and signed by a pastor, for every adult in your group. This form is also in this manual in order for you to start on it early.

Site Transportation Form

This form tells us what vehicle(s) you are planning to bring and who should drive each vehicle.

Camper Information Form

Each participant needs to fill out this form and sign the release form on the back side. If the participant is under 21 years old, their parent/guardian also needs to sign the release. We require original signatures on this form because it will accompany the participant in case they need to go to the hospital during the week. The original signature(s) gives hospitals permission to treat the participant.

WILL THERE BE MAIL DELIVERY SERVICE AT CAMP?

Letters and packages sent by the U.S. Postal Service and most express carriers can be received during the camp week. Use caution when shipping valuables; we cannot guarantee that packages will be received there, and we are not responsible for tracking lost or stolen packages.

CAN I EMAIL A PARTICIPANT?

Family and friends may be able to e-mail a participant by going to GroupWorkcamps.com and clicking on the “E-mail a Camper” button. This link is only available during ongoing camps. A camp location will not appear in the dropdown menu if Internet service is not available there. Details will be provided at a later date.

WHAT ABOUT ELECTRONIC DEVICES?

Experience has shown that use of some electronic devices (such as cell phones, iPods, and MP3 players) at camp become a distraction to the owner and disruptive to the experience of other participants. These devices often isolate participants and interfere with their ability to fully engage in the community. They can also present a safety hazard on work sites when people talk on their cell phones or listen to music through ear buds or headphones. In addition, many of these electronic items are costly and are easily lost, broken, or stolen. For those reasons, the Code of Conduct states: “In order to build relationships with my group, my crew, and others at camp, I will not text message or use my cell phone, iPod, MP3 player, etc., on work sites or during worship programs. I may use my cell phone to call the camp office or respond to an emergency.”

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FAQS

WHAT IF A PARTICIPANT BECOMES INJURED DURING THE WEEK?

- ❑ If the injury or illness is severe, the adult at the site will call 911 immediately and then notify the camp office. The camp staff will then notify the participant's youth leader, bring necessary paperwork to the hospital, and arrange supervision for the other participants in the crew, if needed.
- ❑ If the injury or illness is not severe, the adult can just call the camp office for assistance. The camp staff will notify the participant's youth leader and help arrange transportation of the injured or ill person to a hospital or other appropriate health-care facility and coordinate supervision for the other campers in the crew, if needed.
- ❑ If the injury or illness is minor, it may be treated at the site. Each crew is provided with a small first-aid kit containing basic supplies like bandages and antibiotic ointment. We recommend that adults bring a larger first-aid kit with them.
- ❑ First-aid procedures will be reviewed with all adults prior to the camp so they know how to determine an emergency situation and respond appropriately.
- ❑ Participants should bring their insurance card or a legible copy with them and have it on them at all times.
- ❑ It is a good idea for the youth leader to also have a copy of each participant's card. Youth leaders need to be aware of any special medications, allergies, or health conditions their participants have.

HOW ARE HEALTH-CARE COSTS PAID?

- ❑ Personal health insurance is not required of participants to attend the camp, although it is recommended.
- ❑ All participants are asked to bring personal health insurance information with them if they have it. If they're treated at a hospital or other health-care facility, they'll be asked to provide this information.
- ❑ Any costs not covered by the participant's own insurance are the responsibility of the participant or his or her parent/guardian.
- ❑ Please refer to the [Travel Insurance link](#) on our website for optional health/travel insurance.

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