



## Leader's Planning Guide

### SUMMIT Student Camp

### Ponderosa Retreat and Conference Center

*SUMMIT Student Camp exists to provide a Christ-focused camp experience that leads each student to a closer relationship with God, family and others. We will fulfill our vision through:*

- Bible-centered teaching
- Fresh and relevant worship
- Team building recreation
- Character building activities
- Evangelistic messages

*We value:*

- Faith in Jesus Christ as the only means of receiving eternal life
- The Bible as the inerrant Word of God
- Absolute truth as expressed through Scripture
- The family as the unit for building relationships and discipling students
- Friendships that are formed through camp experiences
- A fun, safe and quality camp experience

*SUMMIT Student Camp is generously supported by the Colorado Baptist Cooperative Program, the Colorado Baptist Foundation, and Ponderosa Retreat and Conference Center.*

*GROUP LEADER: We're excited you've chosen Ponderosa for your students. You will be our main contact for your church, so please feel free to call or email anytime! **Terri Rawls, Program Admin, 719-481-2482 ext #17 or [Trawls@VisitPonderosa.com](mailto:Trawls@VisitPonderosa.com)** Please remind parents **YOU** are their main contact and all questions, forms, and payment will go through you. For forms and more details, reference our website at [SummitStudentCamp.com](http://SummitStudentCamp.com).*

*THANKS FOR YOUR UNDERSTANDING!*

# FEBRUARY-MARCH

- ❖ **REGISTER YOUR GROUP ONLINE THROUGH OUR WEBSITE (“REGISTER” tab at [SummitStudentCamp.com](http://SummitStudentCamp.com) and see guidelines below).** The Group Reservation Form is an estimate of how many campers you believe will come with your church. This should be completed no later than **May 14<sup>th</sup> for Week #1** and **June 11<sup>th</sup> for Week #2**, along with a \$50/camper deposit to hold your spots. **If your group has camper additions after the published registration deadline of June 4<sup>th</sup> and July 2<sup>nd</sup>, please call Terri at 719-481-2482 ext #17 to verify available space.**
  
- ❖ **PROMOTE GOING TO CAMP!**
  - Promo postcards are available to download at [SummitStudentCamp.com](http://SummitStudentCamp.com) OR email [trawls@visitponderosa.com](mailto:trawls@visitponderosa.com) or call 481-2482 x#17 to have some mailed to you!
  - **OTHER SUGGESTIONS** within your church:  
CREATE A CONTEST to win a SCHOLARSHIP!  
INVITE FRIENDS – OFFER \$\$ or PRIZE to the one brings the most or to anyone who brings a friend.  
MAKE A VIDEO TOGETHER to show during a Sunday Morning Service!  
DO FUNDRAISERS to help kids pay for their way to camp.
  
- ❖ **COLLECT NECESSARY FORMS – LEADER must collect and turn in all forms to PONDEROSA! VERY IMPORTANT: Communicate this to your parents!!** GROUP LEADERS set a deadline for your church group of **May 31<sup>st</sup> for Wk #1** and **June 24<sup>th</sup> for Wk #2** to allow you time to collect paperwork & send to us by the deadlines. **All STUDENTS & SPONSORS will need to turn in additional paper forms (see below).** Upon collecting all HARD COPIES, please send them together to Ponderosa by June 4<sup>th</sup> Wk #1 and July 2<sup>nd</sup> Wk #2. This allows us to confirm forms are complete, making check-in the first day of camp go much more smoothly. These forms take scheduling/getting doctor’s signatures, so please encourage your campers to get these completed ASAP!
  - **Online Registration– ALL STUDENTS AND SPONSORS** are required complete online forms that will immediately provide our office “real time” information that will in turn be shared with you. This year there are 2 separate online registration forms, 1 for students and 1 for adult sponsors. **REGISTRATION DEADLINES: Week #1 June 4 and Week #2 July 2<sup>nd</sup>.** **After these dates, \$50 deposits will not be refundable or transferable.**

## HARD-COPY PAPER FORMS REQUIRED BY DHS

### SPONSORS ONLY:

1. **BACKGROUND CHECK** - Mandatory for all sponsors and completed within the last 2 years. *Each sponsor will be subject to the results of the background information received. Those who fail to pass a background check will not be permitted on Ponderosa premises.*
2. **REFERENCES** – Sponsors have to get 3 references and have them turned into GROUP LEADER

### STUDENTS ONLY:

1. **Certificate of Immunization/Exemption from Immunization**
2. **Physical & Medication Form** –**This is ONE form!** *Must be completed by a physician for a physical performed **between February 2017 and May 2018** (18 months prior to camp).* If medications will not be administered at camp for a student, “N/A” can be written on this page. **The Medication Form MUST BE COMPLETED BY ALL attending camp.**

### **Refundable, non-refundable, and transferable fees:**

The \$50 deposit is nonrefundable for all registrants. All deposits and fees are transferable for use by another camper **up until June 49<sup>th</sup> Wk #1 and July 2<sup>nd</sup> Wk #2**. Refunds of remaining balance will only be given in **extreme circumstances** with the Program Director's approval. To be considered for a refund, please provide a written description of the circumstances to Ponderosa/SUMMIT Student Camp at the above address/email no later than 2 weeks following the closing day of camp. Estimated numbers help us prepare weeks in advance for printed materials (books, Tshirts, nametags), travel, food, etc.

#### ❖ **ENLIST SPONSORS!**

- SPONSOR-TO-CAMPER Ratio is 1:6 (1 Male/Female Adult for every 6 guys/girls). If your church cannot provide the required number of sponsors or you have fewer than 6 students to send and do not have sponsors, **PLEASE CONTACT** Terri Rawls at 719-481-2482 ext #17. We will attempt to connect you with another church that will be able to cover the ratio for your students.
- SPONSORS must be at least 18 years old.
- CHOOSE INDIVIDUALS who have a love for Students, want to participate with them in activities, people that know how to listen and counsel difficult topics, and want to have fun!
- EACH SPONSOR ATTENDING **must have paper forms & online registration completed!**

## **APRIL-MAY**

#### ❖ **HAVE A SPONSOR MEETING - Review:**

- Church and Camp Policies
- Camp Schedule and Devotions (hope to make these available to you by the beginning of June).
- Sponsor/Leadership's Responsibilities and Expectations: We rely heavily on your sponsors to keep kids accountable, watching out for their spiritual & physical well-being.
- Discipline Procedures – We want difficult kids at camp, as it's the best place for them! Just be sure to outline your expectations with sponsors so they can enforce necessary boundaries.
- Medical Emergency Responses
- Transportation Needs
- Provide them with age-appropriate guides and go over how to lead a student to Christ.
- PRAY over students, sponsors and camp leaders.

## **END OF MAY/BEGINNING OF JUNE**

#### ❖ **PARENT AND CAMPER MEETING (Copy and Review pages 4-6 of this guide)**

#### ❖ **CONFIRM YOU HAVE ALL NECESSARY FORMS AND MAIL BY JUNE 2<sup>th</sup> or JUNE 25<sup>th</sup>!**

## **FIRST DAY OF CAMP**

- **REGISTRATION OPENS at 2:00 pm and not before** You will not be allowed to unload luggage or campers on camp property prior to 2:00 pm. **THIS IS A LEGAL MANDATE.**
- Upon arrival, proceed to the CHAPEL to complete registration and pick up all camp materials. Your dorm will be assigned but you may not access dorms until 4:00 pm after Camper Opening Ceremony. Luggage can be maintained in vehicles or unloaded on the porch or tarp provided.
- **Please be prepared** to send **#1 Sponsor** into the CHAPEL for check in, and **#2 Sponsor** to assist students who need to check in medications with the nurse (make sure they've completed MEDICATION forms).
- There is a Leadership Meeting 4:00 pm while your kids get settled, then All-Camp Rally at 4:30pm.

# **IMPORTANT INFO**

## **2018 Camp Theme: "Example" I Timothy 4:12**

*"Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity."*

Our camp is located between Denver and Colorado Springs just East of I-25.

15235 Furrow Road, Larkspur, CO 80118

VisitPonderosa.com or SummitStudentCamp.com

Camp Phone: 719-481-2482 ~ Program Admin, Terri Rawls @ext #17

### **Emergency Contacts:**

Clint Walker, Program Director: 303-588-0570

Marcus Rawls, Executive Director: 303-335-7036

**Checks made payable to/mailed to:  
PONDEROSA/SUMMIT Student Camp  
15235 Furrow Road, Larkspur, CO 80118**

We prefer checks, as we incur a 3% fee for credit card payments. However, if you would like proceed with a credit card payment, please make this request via email to Terri Rawls at [TRawls@VisitPonderosa.com](mailto:TRawls@VisitPonderosa.com). She will send an invoice through SquareUp.com.

**PARENTS:** Please direct all forms, payment, and questions through your GROUP LEADER. The above numbers are for your group leader and emergencies only. **THANK YOU!**

### **INFORMATION YOU SHOULD KNOW...PLEASE READ EMAILS FROM TERRI!**

- TOURNAMENTS Signups will be available the FIRST NIGHT OF CAMP. Terri will be sending you those choices/rules via email. Make sure your kids are ready to know which ones they want to be in.
- TEAM BUILDING will be offered during FREE TIME Tues, Wed & Thurs for CHURCH GROUPS – no more than 20/group– first come-first serve as space is limited!
- LATE NIGHT: Be watching for the THEME of late night this year so kids can bring clothes.

### **CAMP PERSONALITIES (CHECK OUT THE SUMMIT WEBSITE FOR MORE INFO)**

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**Camp Pastor** – Acton Bowen

**Worship Band** – More Than This, [www.mttworship.com](http://www.mttworship.com)

## WHAT TO BRING

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*Put camper names on everything! Call the Camp Office for any lost items. Found items are only held for two (2) weeks after camp.*

CLOTHING: Ponderosa is located at an elevation over 7700 feet with temperatures varying greatly.

- Lots of layered clothes for 3 days, 3 nights
- Good walking/hiking shoes and/or sandals for dirt roads and heat
- Jacket/sweatshirt - Nights can get chilly and daytime as well if it's raining.
- "Grubbies" (clothes that can get dirty, muddy, etc.)
- Plastic bags for wet and/or dirty clothes
- Towels/Washcloth for showering
- Soap, shampoo, toothbrush, and other necessary toiletries
- Pillow/Sleeping bag (fitted sheet helps slick sleeping bags not slip off mattress)
- Chapstick (it's very dry)
- Sunscreen
- Water bottle
- Bible
- Camera (cell phones per Group Leader's discretion/guidelines).
- Flashlight
- Spending \$\$ for Snack Shack/Gift Shop, Music CDs, quarters for pop machines and ping-pong balls and foosballs.

## WHAT NOT TO BRING

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- Electronic devices of any kind (*cellphones are left to leader's discretion, as they have cameras*)
- Alcohol or Tobacco
- Drugs (unless prescribed by a doctor)
- Firearms
- Fireworks

## DRESS CODE - MODESTY IS KEY!

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### Girls

- No open midriffs
- Tank tops must have straps at least one inch wide
- Bra straps must be covered
- Shorts must be fingertip length or longer
- Pajamas are not to be worn in public

### Guys

- Underwear must be covered
- Pants and shorts must be worn at waist level or above
- Pajamas are not to be worn in public

## MEDICATIONS

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It is our desire to provide a fun, yet safe, environment for each camper. In order to accomplish this, a Registered Nurse is on-site and available 24 hours/day to assist with medical emergencies, first aid, and administration of medications. Please ensure that medical forms are filled out completely. All campers' medications must be in their original containers, labeled with name and clear instructions. Medications should then be placed in one labeled zip-lock bag per individual. These bags are to be turned in to the nurse upon check-in.

## CAMP FEE SCHEDULE

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Total cost for camp is \$290, which pays for our vetted Camp Personalities, lodging, meals, registration, conference materials, t-shirt, camp photo, and organized recreation. Once the online forms are submitted along with ***\$50/camper deposit by May 14<sup>th</sup> Wk #1 and June 11<sup>th</sup> Wk #2***, individuals can then register under

that church's name. The **remaining fees are due to us by June 4<sup>th</sup> Wk #1 and July 2<sup>nd</sup> Wk #2. After these deadlines, deposits are nontransferrable and nonrefundable.**

## REGISTRATION

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We anticipate to offer a more streamlined registration process to better serve our guests. Until then, please use the online reservation forms to register your group. Once your group is registered, your individual campers can go online and register as well as download/print all necessary forms.

## MEDICAL

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A camp nurse will be available during camp for administering medications and will be called in case of injury. Please make sure to complete a PHYSICAL & MEDICATION FORM for EACH STUDENT. If a student doesn't take medications, please put "NA" on the form and sign it to acknowledge it was given to you. FOLLOW THE INSTRUCTIONS ON LABELING MEDICATION. This will aid the nurse in following best dispensing practices and ensure your student's health and safety. Do not place loose pills in a ziplock, as our nurse WILL NOT be able to administer these medications. The nurse's facility is located in the office. In case of emergency, **sponsors will notify camp staff first** and staff will determine if 911 needs called.

## TRAVEL TO CAMP

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**We strongly urge you to travel as a group to camp.** If you do not have transportation, please call the Ponderosa office and we will help you make arrangements to ride with another group or obtain transportation. All campers must be accompanied by a Camp Sponsor the moment they arrive at camp until they leave.