

“UNFAILING”

SUMMIT STUDENT CAMP PLANNER

REQUIRED DOCUMENTS FOR SPONSORS:

- **NUMBER OF SPONSORS:** We require a 1:10 Sponsor to Student ratio for camp.
- **REGISTRATION FORM:** Please instruct your Sponsors to complete the online Registration Form for your church found at visitponderosa.com. Click on 2022 Camps. Select your camp and look for your church name. Sponsors may answer NA as needed on the form.
- **BACKGROUND CHECK** that has been cleared within the last 24 months through your ministry is required for each sponsor. We understand many services don't allow copies. Therefore, if you can't copy, please provide documentation stating each adult's (1) full name (2) DOB & (3) clearance date - signed by a pastor or other church officer. Bring this documentation with you to camp.

REQUIRED DOCUMENTS FOR STUDENTS:

1. **REQUIRED FOR ALL STUDENTS** – A **PHYSICAL** signed by doctor dated after July 15, 2020. We have provided a form for you to use if your students need to obtain a current physical. **ENCOURAGE YOUR PARENT TO SCHEDULE THEIR STUDENT'S APPOINTMENTS ASAP.** Bring copies of the physicals for each student with you to camp.
2. **REQUIRED FOR STUDENTS NEEDING MEDICATION** – Parents must complete and sign a medication form **FOR STUDENTS BRINGING MEDS TO CAMP.** This includes over the counter meds, if they are taken daily / regularly. Our camp nurse will maintain possession of all meds and administer as directed by the label or the physician.

DEADLINES: We strongly suggest promoting deadlines **1 week earlier** to help YOU meet Ponderosa deadlines.

SUMMIT WEEK #1 JUNE 13-17

- MAY 6th DEPOSIT DEADLINE:** Before May 6th please confirm your total number. **As long as you confirm with me before May 6th you will not lose deposits & they will be rolled over into your balance due.** After this date, deposits become nonrefundable.
- MAY 27th DEADLINE:** Balance due and **ALL registrations 100% complete.** Online registrations must be completed.
- PAYMENTS:** We accept checks only. Please make checks out to Ponderosa Retreat and Conference Center with Summit in the memo line. **Please Mail Checks to: PONDEROSA, 15235 Furrow Road, Larkspur, CO 80118,**
- JUNE 13th CAMP REGISTRATION:** Leader's Background Checks, Student Physicals, and Medication Forms are due at check in.

SUMMIT WEEK #2 JULY 11-15

- JUNE 3rd DEPOSIT DEADLINE:** Before June 3rd please confirm your total number. *As long as you confirm with me before June 3rd you will not lose deposits & they will be rolled over into your balance due.* After this date, deposits become nonrefundable.
- JUNE 27th DEADLINE:** Balance due and ALL registrations 100% complete. Online registrations must be completed.
- PAYMENTS:** We accept checks only. Please make checks out to Ponderosa Retreat and Conference Center with Summit in the memo line. **Please Mail Checks to: PONDEROSA, 15235 Furrow Road, Larkspur, CO 80118,**
- JULY 11th CAMP REGISTRATION:** Leader's Background Checks, Student Physicals, and Medication Forms are due at check in.

CHECK-IN AT CAMP:

- We will begin check-in at 2pm. PLEASE arrive no later than 3:45 or you'll miss the important **Sponsors Meeting!**
- **TRAVEL TOGETHER** to camp and avoid individuals coming alone. This aids us with parking, unloading, and ensuring ALL STUDENTS are in fact accounted for and with you at camp. Do not check in until you're sure of this!
- Be prepared for **One Sponsor** to check in @the Bear Den below the Dining Hall while **Second Sponsor** assists students with medications.
- **MEDICATIONS – This is BY FAR the biggest issue we have at check-in! Read MEDICATION FORM thoroughly & know the details!** ALL MEDICATIONS brought to camp must be turned into the nurse **with student present** to Nurse Station under the Dining Hall in the Game Room. This is important as the nurse needs to know what students look like and may have questions for them. **Emphasize to parents that Medication Forms must match the actual medications brought to camp!** Incorrect forms will not only slow down check-in, but MUST be verified with medical personnel before medications sent can be administered. This is where YOU become the go-between for camp nurse and parent, instead of being with your students and sponsors enjoying and leading at camp!
- Please wait to unload until GROUP LEADER has completed the check-in process.

VISITORS AT CAMP:

Senior Pastors and Church Staff are welcome! They should check into the office or get a "VISITOR BADGE" from Terri Rawls. If they plan to come for a meal, I must have **MEAL COUNTS** 2 weeks before camp!

COMMUNICATION:

As much as I desire to get everything to you upfront, there WILL be changes and updates– that's just camp! So, if you asked to be added to GroupMe, please download the app and turn on notifications to receive messages and watch for email so you don't miss anything important.

- **Google Forms LEADERS– Closely monitor your roster!** We will email you a link that enables you to view all campers registering with your church group. Do not lose link. If you do lose the link, please email Rick at rackerman@coloradobaptists.org.
- **Google Forms PARENTS—** We have provided a registration link on our website for parents to complete their student's individual registrations. This form includes a medical release form. You can find the link at www.visitponderosa.com. Click on the 2022 Camps Link. Select your camp. Look of your church name. That is the link to your students' registration form. Sponsors are to complete this same form. Instruct them to put NA as needed in the form.
- **If you need assistance with registration, please contact Rick at rackerman@coloradobaptist.org**

TIMELINE SUGGESTIONS

MARCH & APRIL:

- Determine your deadlines & communicate them EVERYWHERE!
- We're working on getting you a "GRAPHICS PACKAGE" to use for promoting
- Mail promo cards or have them available for parents / students as "friend invitations"
- Post registration link on your website, social media, emails, send in texts, on announcement slides.
- **Remind parents not to wait** until the last minute to register or to schedule physicals– life gets crazy busy in April and May!!

APRIL & MAY: ENLIST ADULT SPONSORS!

- Sponsor-to-Camper ratio is 1:10; 1 Man for every 10 guys, 1 Woman for every 10 girls.
- Pray and seek out adults who love being around teens, have energy, are mature enough to give wise counsel and know how to have fun alongside them!
- YOUR SPONSOR MEETING scheduled for end of May/beginning of June should include:
 - Your Church Policies for traveling with teens*
 - Your Disciplinary Procedures*
 - Medical Emergency Responses*
 - Transportation Plans and/or Needs*
 - Guide them how to counsel with teens and lead students to Christ.*
 - PRAY over students, sponsors and camp leaders*

MAY & JUNE: PARENT & CAMPER MEETING *Schedule this at least 3 weeks before the final deadline!*

- Use the information on the following page to plan and communicate camp details with your parents.

PARENT INFO FOR SUMMIT STUDENT CAMP

AT CAMP EMERGENCY: Call Program Director, Rick Ackerman 303-870-5008 **OR** Main Office 719-481-2482

WHAT TO BRING

Put camper names on everything! Call the Camp Office for any lost items within two (2) weeks after camp.

CLOTHING: *Ponderosa is located at an elevation over 7600 feet with temperatures varying greatly.*

- Lots of layered clothes for 4 days, 4 nights
- Good hiking boots, tennis shoes, and 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 muddy during games/competitions)
- 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)
- Chap Stick (it's very dry)
- Sunscreen
- Water bottle
- Bible
- Flashlight
- Spending \$\$ for Snack Shack/Gift Shop, quarters for pop machines, ping-pong balls and foosballs.

WHAT NOT TO BRING

- Electronic Devices -Cell Phones are allowed, but rules are at the discretion of the GROUP LEADER as students use phones for CAMERA and BIBLE APP
- Alcohol or Tobacco
- Drugs (not prescribed by a doctor)
- Firearms
- Fireworks

DRESS CODE - MODESTY IN ALL THINGS!

This is a difficult thing to monitor among various teens. Please emphasize this. Our staff reserves the right to ask a student to change and/or provide an acceptable substitute when necessary.

GIRLS

- No tummies showing or cut-off shirts.
- No bra straps showing or see-thru shirts.
- Tank tops should have wide straps.
- Shorts need to cover the essentials ladies!
- Pajamas are NOT ALLOWED outside the cabins

GUYS

- No underwear showing
- No "cut up" Tshirts - cover your torso guys!
- Pants and shorts must be worn at waist level or above
- Pajamas are NOT ALLOWED outside the cabins

ACCOUNTABILITY

No camper should ever be alone - walking around or in the cabin! Sponsors must ensure students never wander off alone or "inappropriate pairing" - we must have accountability and safety for all!

MEDICATIONS

All campers must turn into the Camp Nurse ANY MEDICATION that your student brings to camp.

MEDICATION FORMS MUST MATCH MEDICATION (prescribed or over-the-counter). **If the form does not match, you'll be contacted by our nurse and asked to provide the proper form from the doctor within 24 hours.** These must be in **original, unexpired containers, labeled with camper's name and clear instructions.** Our Registered Nurse is available 24 hours/day to assist with emergencies, first aid and administration of medication. **Doctor-signed physicals, medication forms & current immunizations MUST BE UPLOADED. Loose pills sent in baggies WILL NOT be administered.**

EMERGENCIES or INJURIES:

Camp Personnel will determine if 911 is necessary. Parents will be called immediately in the order listed on camp forms. If not reachable, we will move to the Emergency Contacts listed. We use Memorial North (Colo Spgs) and Sky Ridge (Denver), or Urgent Cares in Monument and North Colo Springs if ER is unnecessary. If you come to retrieve your child, you must sign them out before leaving with them.

PLEASE READ permissions carefully when registering your student. Email rackerman@coloradobaptists.org with any questions or concerns.

REGISTRATION - GOOGLE FORMS

A Google Form registration link has been given to your Group Leader and is posted on our website at www.visitponderosa.com. **NO MONEY IS PAID ONLINE.** Two additional forms are required to be completed and brought with the student to camp. All students attending Summit Camp must have a copy of a physical completed and signed by a Physician dated after July 15, 2020. If a student requires medications parents must complete and sign a Medication Form. This includes over the counter meds and prescriptions. These forms have been sent to your Group Leader.

CAMP FEES

Cost per camper is \$300 - students AND adults = \$50/camper deposit & \$250 balance. Cost includes vetted Camp Personalities, lodging, meals, registration, conference materials, staffing, T-shirt, organized recreation, and free time guided experiences. Please make sure you are aware of **deadline dates & costs unique to your GROUP!** Some churches change both so **ALWAYS CHECK WITH YOUR GROUP LEADER** for specific COSTS & DEADLINES.