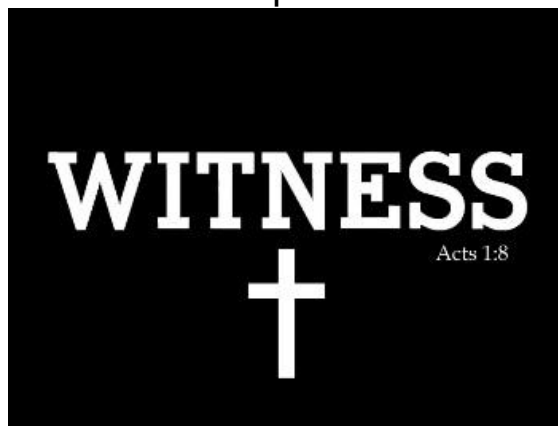


Camp Luther Congregational Day Camp Summer 2012

Thank you for your interest in our Camp Luther Congregational Day Camp Ministry! This is an exciting new program that facilitates a unique partnership between Camp Luther and your congregation. This program is designed for young children who have completed 1st through 6th grade. Activities will include crafts, Christian Growth, recreation, music, and devotions. We look forward to serving you and your congregation and pray that this is an outstanding event as you reach out with Jesus' love to the children and families of your congregation and community.

Our 2012 Camp Luther Theme



2012 Day Camp Registration Fees

Base Cost= \$1,600.00 1-40 campers; \$20.00 for each additional camper; plus mileage. \$600 deposit required.

You will be billed for the balance of your registration fee within two weeks of your event. Fees if exceeding 40 campers will be based upon an average of the four-day event. Attendance records should be sent with CDC Team Leader at the conclusion of your Day Camp.

Responsibilities of Camp Luther

Camp Luther will:

1. Provide four enthusiastic staff members to lead a four-day Congregational Day Camp Program at your congregation. (Monday-Thursday night)
2. Provide a Congregational Day Camp Team who will:
 - A. Represent Camp Luther in a professional and responsible manner.
 - B. Supply all facets of the program including Christian Growth leadership and curriculum, music, arts and crafts projects and materials, recreational games.
 - C. Be available in the evening for extra programs such as Jr. and or Sr. High Youth nights or service projects with your congregation's youth (like litter pick-up in a park, working at a homeless shelter, volunteering at a food-bank, visiting a retirement or nursing home, etc...).
 - D. Lead a Thursday evening closing program event for campers, family, and friends.
 - E. Guide all programs and give direction to volunteers.
 - F. Provide their own transportation between their host homes and the church.
 - G. Be flexible to the ideas and needs of the congregation.
 - H. Ensure that camper safety is of primary importance and be familiar with any and all emergency procedures.
 - I. Provide reproducible promotional materials.
 - J. Spread the Gospel while having FUN!!!
3. Provide assistance to congregation in planning the Day Camp experience.

Camp Luther will:

 - A. Provide publicity aids and registration forms.
 - B. Help the Site Coordinator with the final planning and decision-making for the Day Camp Week.
4. Provide, upon receipt of the registration, a packet which will include:
 - A. A letter confirming your week of Congregational Day Camp
 - B. Details regarding hosting and meals of your Day Camp Team
 - C. Advertising ideas and samples, including a suggested advertising timeline
 - D. More details about the Day Camp Week: specifically about arrival and the Sunday afternoon leaders meeting, registration, snack and lunchtime, sign-in and sign-out procedures, the Thursday night program, a weekly schedule, and ideas for special events

Responsibilities of the Congregation

The Host Congregation will:

1. Contract with Camp Luther for a specific week of Congregational Day Camp, and provide fees agreed upon in this guide and by contract.
2. Provide a Site Coordinator. (Responsibilities are listed on the next page of this packet.)
3. Arrange housing and meals for the team from Sunday through Friday breakfast.
 - A. Sleeping arrangements from Sunday-Thursday night. Please place team members in pairs with host families. Each team member must be provided a separate bed. Please arrange housing in homes with without pets. Thank you.
 - B. Meals from Sunday lunch through Friday breakfast will be required for the team. Include the team members in your lunch count or provide a sack lunch. Please make sure that the counselors will be eating food that is similar to what the campers will have. (For example, it would be inappropriate for the counselors to be eating McDonalds if your campers are eating sack lunches.)
4. Provide volunteers to assist with the Day Camp
 - A. At least four group leaders to assist the Day Camp team. These volunteers must have completed their freshman year of high school. *If over 40 campers are registered, an additional two volunteers must be assigned as group leaders for every 10 campers over 40. This will maintain a 10 to 2 camper/adult ratio for each of the four camper groups. These additional volunteer may be 7th or 8th grade students.*
 - B. One craft volunteer and additional helpers as possible. The team will provide and lead the craft activities, but will rely on a volunteer for assistance.
 - C. One snack coordinator volunteer and additional helpers as needed. Please see enclosed information on snacks and other food.
 - D. At least two volunteers to handle registration before and during the week and check-in/check-out each day.
 - E. One volunteer to serve as the Site Coordinator (see separate information).
5. Conduct the Registration Process
 - A. Notify Camp Luther of your final count of campers two weeks prior to the start of your Congregational Day Camp. (This will help us to plan for staff and supplies.)

- B. Make sure that all campers have all of their registration and medical information turned in no later than registration on that Monday Morning at the start of the week
 - C. Assign volunteers to handle registration on Monday morning and check in/out each day
 - D. Return a copy of all camper registration forms to Camp Luther at the end of the Congregational Day Camp week (Thursday night). *This is a requirement.*
6. Promote the DayCamp!
- A. Let your congregation and community know that we are coming!
 - B. Plan to have information in the bulletin inserts, flyers and announcements at Sunday worship and in your neighborhood starting four weeks in advance.
7. Provide all food and refreshments
- A. Provide lunch or make sure that parents know to provide a bag lunch everyday.
 - B. Provide snacks everyday, and have drinking water available throughout the day.
 - C. Provide refreshments for closing program Thursday evening.
8. Host a Closing Program
- A. Host a closing program on Thursday evening. The Day Camp Team will provide a couple of program options for this event.
 - B. Promote and advertise the closing to parents and to the congregation

Site Coordinator Responsibilities

1. Serve as coordinator and liaison Camp Luther and the congregation, receive all of the Congregational Day Camp mailings, and be present at the site during the week of day camp.
2. Be in contact with the CDC Team Leader two weeks prior to confirm camper numbers so that we can plan for your needs.
3. Organize registrations and return all camper registrations to Camp Luther at the end of the week on Thursday. (We would like to add these children to our summer camp mailing list.) Also arrange for a registrar and check-in/check-out system each day.
4. Recruit volunteers to assist the Camp Luther Congregational Day Camp Team as outlined in congregation responsibilities section.
5. Advertise within the church and community.
6. Communicate with Camp Luther prior to summer regarding arrangements, suggestions, and ideas for the summer program.
7. Assist with program planning and volunteer supervision.
8. Be responsible for the handling of Emergency procedures,
9. Complete an evaluation of Congregational Day Camp experience.

Expectations of Volunteers

The ministry that happens at Congregational Day Camp is not possible without your volunteers! In order to better serve your kids, we ask the following of your volunteers:

Adult Volunteers:

1. Are interested in building relationships with youth of the congregation and even more excited about continuing the relationships after the week.
2. Are carefully chosen for their gifts of working with children, faith, and patience.
3. Attend the Sunday planning meeting prior to day camp with the Camp Luther team.
4. Are trained in what is expected of them by the Congregational Day Camp Team
5. Work with the day camp team to implement the program and provide camper supervision.
6. Are assigned to a group or activity and participate in all aspects of programming and building relationships.

Youth Volunteers:

1. Are carefully chosen for their gifts of working with children, faith, maturity, patience, and helpfulness.
2. Have completed **at least** their freshmen year of high school
3. Attend the Sunday planning meeting prior to day camp with the Day Camp team.
4. Are trained in what is expected of them by the Congregational Day Camp Team
5. Are assigned to a group to participate in all aspects of programming and building relationships.
6. Jr. High helpers maybe used for any group or activity where an adult is already assigned.

Most importantly help the Congregational Day Camp Team! Volunteers will be supervised by the Team and the Site Coordinator, and must be willing to step in wherever they are needed.

Program Elements Descriptions

Morning Devotion

Each day begins with a time to introduce the daily theme through use of scripture, song, skit, puppets, and prayer, etc.

Christian Growth

The week and daily theme will unfold in small groups lead by the Camp Luther team with the help of adults and youth volunteers from the congregation. Experiential learning is stressed.

Recreation

Fun, non-competitive, outdoor games appropriate for the age group. Examples could be parachute, water games, sprout ball, etc. We can bring an archery set if you are interested, but you would need to provide six hay bales for a set up of two stations.

Group Building

This would be a time when the group can learn to communicate and grow together to become a small community. This is done through mini challenges helping them hone in on their skills and abilities to interact, relate, and open to others thoughts and ideas.

Arts and Crafts

The campers make something each day that ties to the daily theme and provides them an opportunity to bring what they learned back to their home that evening.

Lunch

Each day children bring a sack lunch for the noon meal or if a congregation chooses to they could provide lunch. The Day Camp team's lunch should be provided by the host home.

Quiet Time

Quiet time after lunch may be used to read stories or watch a video that encourage quiet time. It is a long day especially in summer and kids need to rest and be still.

Closing Devotions

Each day ends with a time to review the daily theme through the use of scripture, song, prayer, skit, puppets, and camper participation.

Daily Day Camp Sample Schedule

8:00-8:15am	Camp Luther Team arrives at the church
8:30am	Morning Devotion and Prayer and Check in with Volunteers
8:45am	Meet and Greet / Camper Check-In
9:00am	Gathering Sing along/ Activity
9:15am	Morning Devotion
9:35am	Group Time 1
10:15am	All Camp Snack
10:30am	Group Time 2
11:15am	All Camp Game
12:00pm	Lunch
12:30pm	Quiet Time
1:00pm	Group Time 3
1:45pm	Group Time 4
2:30pm	Closing Devotions
3:00pm	Goodbye
3:15pm	Clean Up/Debrief/Plan Time