

# Camp Zephyr Guidelines and Policies

## REGISTRATION PROCEDURES

### STEP ONE:

Send deposit of \$25.00 per camper/sponsor with Group Registration Form (**Form A**) to reserve spaces. These spaces will only be reserved until the early registration deadline (one month before scheduled date of camp). After that time, unsecured spaces will be forfeited. After this deadline, spaces will only be available on a "first-come, first-serve" basis.

### STEP TWO:

To secure those spaces, which have been reserved for your group, send the following items before the early registration deadline:

- **Form B** Camper List and
- **Form C** Individual Camper Registration forms (one for each camper/sponsor).

*After your registration packet is processed, you will receive a confirmation letter by mail or email from Zephyr.*

### STEP THREE:

**To bring with you to camp:**

- **Final Camp Payment:** We will only accept a church check, money order, cash or combination of these three. No personal checks. (You may use **Form E**, Payment Worksheet, to confirm the total amount owed).
- **Any Additional Registration Forms (Form C)**
- **Ministry Agreement Form (Form D)**
- **Background checks and training for all sponsors:** Each and every sponsor attending with your group **MUST** have **all three** of the following items:

1. **Sex Offender Registry** – [https://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx) - Each sponsor must have a documented search with "no results found" from this website. Results from this search would disqualify this adult from serving as a camp sponsor.
2. **Criminal History Check** – The church must perform and present a background check for each sponsor attending camp. There are several criminal history background check sites available from insurance companies or other such organizations. If your church uses one of these you can do a background check there. This can also be obtained for a fee from the Texas website listed above. Certain convictions will preclude an adult's eligibility as a sponsor. From the Texas Youth Camp Code, Subchapter B, Rule 265.12:

Very Important  
Information!



"Youth camps shall not employ paid or unpaid staff members or volunteers at a youth camp, or permit any person to have unsupervised contact with campers other than their own children if the person has the following types of criminal convictions or deferred adjudications: a misdemeanor or felony under Texas Penal Code, Title 5 (Offenses Against the Person), Title 6 (Offenses Against the Family), Chapter 29 (Robbery) of Title 7, Chapter 43 (Public Indecency) or §42.072 (Stalking) of Title 9, §15.031 (Criminal Solicitation of a Minor) of Title 4, §38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8, or any like offense under the law of another state or under federal law."

If you have questions, please contact the camp. If these searches are not completed before attending camp, there will be a \$5.00 charge for each search run by Zephyr personnel.

3. **Abuse Prevention Training** – This curriculum will be provided to you by Zephyr if requested. You will be responsible for scheduling a one-hour training for your sponsors and bringing a current certificate of completion to camp with you. This training is valid for two years.

## CHECK-IN PROCEDURES:

Report to registration area – only one person should enter to register your group.

**Turn in remaining forms:**

- **Any remaining of FORM C** – Medical Information for "day of" registrants
- **FORM D** – Ministry Agreement for Sponsors
- Sponsor Documentation
- Make final camp payment with **Form E** – Payment Worksheet (make check payable to Camp Zephyr)
- Receive housing assignment, camp schedules and nametags.
- Take your church group to their cabins. Please have your group bunk in one area in larger cabins – it is likely you will share with another group of campers.
- Have at least one sponsor per church attend the sponsor's meeting. The time and location of this meeting will be posted at check-in.

## CHECK-OUT PROCEDURES:

All luggage and trash must be out of dorm prior to the closing session on the final day of camp.

## SPONSOR GUIDELINES

1. Sponsors must be at least 18 years of age.
2. All Sponsors must carefully follow and encourage the following of all *CAMPER POLICIES* and *SPONSOR GUIDELINES*. While we discourage campers from bringing cell phones, sponsors are permitted. The goal of camp is to avoid distraction so please use cell phones only when necessary.
3. All Sponsors must be listed on the *MINISTRY AGREEMENT FORM (FORM D)* which must be signed by their pastor to indicate that each sponsor has been checked against the Texas Sex Offender database, been checked for past criminal history and has completed the one hour child abuse prevention training course that is mandated by the state. (Zephyr will provide you with this training course in a DVD form if requested. If DVD is not returned by first day of camp, a fee of \$15 will be charged.)
4. Sponsors will be expected to take a leadership role with your rec team as they participate in recreation activities. Encourage a cohesive, Christ-like spirit. Some sponsors may be asked to help staff rec games.
5. There will be a scheduled "church group time" each evening after the worship service. This is a time for the group leader to talk with your students. This time is ideally used for discussion and teaching. A location for this meeting will be given to the group leader at check-in.
6. Sponsors must attend all scheduled activities and insure the attendance of their group as well.
7. Encourage cooperation between church groups and campers in all areas of camp (especially cabin sharing, clean up, etc.).
8. Approach any violation of policy in positive manner. Report any damage done to camp facilities to the Camp Director.
9. Due to insurance reasons, our Blob is closed to all sponsors at our camps.
10. FINALLY – In all that you say and do, love and encourage all campers and fellow Sponsors with the love of our Lord and Savior, Jesus Christ!

Kids Camp makes no provision for non-camp age children. Non-camp age children are not permitted to attend the camp with and/or stay in cabins with church groups. This policy includes, but is not exclusive to, children of Sponsors.

## CAMPERS POLICIES

**(As the group leader, it is your responsibility to ensure that campers are aware of these policies)**

- GRADE LIMIT – 3<sup>rd</sup> grade through 6<sup>th</sup> grade, COMPLETED.
- REGISTRATION – Begins at 2:00 pm on the first day of camp.
- PERSONAL CONDUCT AND COURTESY – Each church Sponsor will be responsible and accountable for the conduct of campers! Lack of cooperation with camp policies may necessitate a camper returning home at church's expense. Zephyr Baptist Encampment rules prohibit conduct unbecoming a Christian, which includes: irreverence, disturbance of services, immodest dress and/or use of alcohol or tobacco in any form.
- CAMP DRESS POLICY – Campers need to bring casual clothing for four days (shorts and t-shirts are great). If clothing is deemed inappropriate or revealing, you will be required to change. No clothing advertising alcohol, tobacco, or suggestive sayings. **No spaghetti straps, camis or strapless tops. Shorts should be a modest length (fingertip length or longer).** We do this to protect as well as to train students in godliness.
- SWIMMING – Swimming will be at scheduled times only. Lifeguards retain full authority to remove any camper permanently from the water sites. Girls and boys must wear t-shirts and shoes while traveling to and from the water sites. Swimsuits - Girls - modest one piece. If a girl must wear a two piece a colored t-shirt must be worn over it. Boys — no Speedos.
- LEAVING ENCAMPMENT GROUNDS – Insurance prohibits all but emergency departure from the campground. Permission to leave the grounds must be secured by the camper, through the local church Sponsor, or from the Camp Director.
- SCHEDULE – Scheduled activities are not optional. Everyone is expected to attend all scheduled activities unless you have a completed and signed medical excuse from the camp nurse for illness. Cabins will remain empty during all scheduled activities. At the time indicated on the schedule, you should be at the activity location. Campers should not return to their cabins during scheduled activities without a Sponsor. Sponsors are to attend all activities. No one is permitted on the ropes course, paintball, swimming pool, pond, or waterfront except during designated times.
- SPONSORS – Churches must provide one Sponsor for every ten campers of the same gender (i.e. 1 man to 10 boys or less; 1 woman to 10 girls or less). This is the minimum number of Sponsors required. You are welcome to bring additional Sponsors as we realize that extra help may be needed with 3<sup>rd</sup>-6<sup>th</sup> grade children. Sponsors are to remain on the campgrounds for the entire duration of the camp – afternoons included.
- CAMP HOUSING – Churches will be held financially responsible for damage to any property. All buildings and grounds must be left clean. Do not remove anything from the building. Under no circumstances is shaving cream to be used for any purpose other than shaving.
- TECHNOLOGY, GADGETS & TOYS – Please leave all cell phones, T.V., mp3, ear buds, video games and other technological devices at home. These are distractions we do not need at camp. Other items not allowed on camp: skateboards, bikes, scooters and any type of motorized vehicle. No noisemakers before 6:00 a.m. (hair dryers, etc.)
- CURFEW – For your safety, campers need to remain in cabins after curfew.
- INSURANCE - It is strongly recommended that each church sending campers purchase accident insurance for the camps you are participating in and for travel to and from camp. This type of coverage can be purchased from your church insurance company.

# Zephyr Group Registration Form

(To accompany deposit)

Church Name: \_\_\_\_\_

Church Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Church Phone: \_\_\_\_\_ Pastor: \_\_\_\_\_

Group Leader's Name: \_\_\_\_\_

Address (If different than church address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Position Within Church: \_\_\_\_\_

Please mark preferred method of contact:    \_\_\_ Mail    \_\_\_ E-mail

I would like to request a Child Protection DVD from Zephyr. I understand that in order to avoid a \$15 charge, I must return this DVD on the first day of camp.

Please mark the Kids Camp you wish to attend:

- Session One – July 5-9, 2011 (Tues-Sat): Camp Pastor: Kenny Conley/Worship: The Justin Graves Band
- Session Two – July 10-13, 2011 (Sun-Wed): Camp Pastor: Kenny Conley/Worship: The Justin Graves Band
- Session Three – July 13-16, 2011 (Wed-Sat): Camp Pastor: Isauro Medina/Worship: The Justin Graves Band

**Summary of Total Participants:**

Number of Male Students and Sponsors: \_\_\_\_\_

Number of Female Students and Sponsors: \_\_\_\_\_

Total Group Size: \_\_\_\_\_

**\*IMPORTANT NOTICE** – This form with a deposit will only reserve spaces until the early registration deadline. After that time, all unsecured camper spaces will be forfeited and space will only be available on a “first come, first serve” basis. Also, registration forms received after that time will not be guaranteed a camp t-shirt.



# FORM C



## Camper Registration Form

Participant Name (please print): \_\_\_\_\_ Camper/Sponsor (circle one)

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Birthday: \_\_\_\_\_ Last Grade Completed: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

What church/organization are you attending with? \_\_\_\_\_

Camp Date: \_\_\_\_\_ T-shirt Size (circle one): YM(10-12) YL(14-16) S M L XL XXL XXXL

Please provide the following information in case of emergency:

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Emergency Contact Name and Phone Number: \_\_\_\_\_

List of allergies, if any: \_\_\_\_\_

Specify allergic reaction: \_\_\_\_\_

Is camper taking any medication that must be given at camp? If yes, please fill out below:

Please administer to: \_\_\_\_\_ the following medications: \_\_\_\_\_

\_\_\_\_\_ (specify dosage and time).

**\*Notice!** All prescription and non-prescription medications must be in original pharmaceutical packaging with correct name, dosage and date on the label. Please place all medications together in a plastic zip-loc type bag and pack them at the top of your child's luggage to make them accessible as soon as they arrive at camp.

Camper has had (please check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Appendix Removed | <input type="checkbox"/> Convulsions                                |
| <input type="checkbox"/> Chicken Pox      | <input type="checkbox"/> Diabetes                                   |
| <input type="checkbox"/> Fainting Spells  | <input type="checkbox"/> Tetanus Shot? Date: _____                  |
| <input type="checkbox"/> Asthma           | <input type="checkbox"/> Oral Polio Vaccine? Date: _____            |
| <input type="checkbox"/> Heart Trouble    | <input type="checkbox"/> Measles/Mumps/Rubella Vaccine? Date: _____ |

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Health/Medical Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please give any other health information that the medical staff at Camp Zephyr should be aware (surgical history, psychosocial disorders, special diet requirements, special medical needs, etc): \_\_\_\_\_

**Photo Release:** I am aware of the fact that photos of myself or your minor may be taken during the week by camp staff, which may appear in future camp publicity or camp website. By signing this, I give the camp permission to use these photos, aware of the fact that myself or your minor WILL NOT be identified in any such photos. If this is unacceptable, I will so state that fact here by writing "NO" in the space provided: \_\_\_\_\_

**Release Of Liability Declaration:** I am aware that during my participation at Zephyr, upon my request, certain risks and dangers may occur. These include, but may not be limited to the Zephyr Challenge Course, paintball and other recreation activities. I have and do hereby assume all risks and will hold staff, officers, and trustees harmless from any liability, actions, cause of action, debts, claims, and demands of every kind and nature whatsoever which I now have or which may arise from or in connection with my participation in any activities arranged for me by Zephyr and its staff. The terms hereof shall serve as a RELEASE AND ASSUMPTION OF RISK for my heirs, executors, and administrators, and for all members of family. I hereby give my authority and consent to medical treatment and surgical treatment as may be needed in the judgment of the treating physician, for my child by a physician chosen by the Zephyr Administrator or an employee working under him. I understand twenty-four hour first aid is available. I further understand that limited secondary accident and illness coverage is provided. In case of an accident or illness, Zephyr will attempt to provide first aid and arrange transportation to medical services, if needed.

Initial for Release Of Liability Declaration Approval: \_\_\_\_\_

Participant Signature (all participants, even minors, must sign) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature - if participant is younger than 18 \_\_\_\_\_ Date \_\_\_\_\_

**ZEPHYR BAPTIST ENCAMPMENT  
MINISTRY AGREEMENT FOR  
VOLUNTEER SPONSORS**

**NAME AND ADDRESS OF CHURCH ORGANIZATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

ZIP: \_\_\_\_\_

FULL NAME	DATE OF BIRTH
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**ATTESTATION** by the pastor and/or church leaders:

It is agreed that the above named individuals are known to me/us, and I/we can attest to the character, integrity and ability of each to serve as a sponsor. I/we know of no reason why any of them should not serve as a sponsor for children and youth under the age of eighteen. I/we recommend them to you as persons who will represent our church or organization in the supervision of our young people.

I/we also attest to the fact that we have conducted criminal background checks on all sponsors attending. Certain convictions will preclude an adult’s eligibility as a sponsor. I/we have also checked each of these sponsors against the Texas Sex Offender database. Results from this search would disqualify these adults from serving as camp sponsor. Also, each sponsor attending camp has also gone through an approved Child Protection safety course in the last two years and we will provide documentation to that fact.

Furthermore, it is understood that the group leader and adult sponsors from this church are responsible for following and enforcing Zephyr guidelines, both written and verbal. This will be done to protect our campers, the ministry of Zephyr, and the integrity of our local church body.

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Group Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

**\*PAYMENT WORKSHEET\***  
**KIDS CAMP**

**CHURCH NAME:** \_\_\_\_\_

**GROUP LEADER:** \_\_\_\_\_

**To find out what you owe for Session 1 (5 day camp!):**

Total number pre-registered campers attending (A) \_\_\_\_\_ x   
\$150.00 (\$175 - \$25 deposit) =

Total number of late registered campers attending (B) \_\_\_\_\_ x   
\$165.00 (\$190 - \$25 deposit)\* =

Total number of campers registered on 'day of' (C) \_\_\_\_\_ x   
\$215.00\* =

Motel Rooms (D) \_\_\_\_\_ x \$50.00 =

Payment Balance ..... = \_\_\_\_\_

**To find out what you owe for Sessions 2 or 3 (4 day camps!):**

Total number pre-registered campers attending (A) \_\_\_\_\_ x   
\$125.00 (\$150 - \$25 deposit) =

Total number of late registered campers attending (B) \_\_\_\_\_ x   
\$140.00 (\$165 - \$25 deposit)\* =

Total number of campers registered on 'day of' (C) \_\_\_\_\_ x   
\$190.00\* =

Motel Rooms (D) \_\_\_\_\_ x \$50.00 =

Payment Balance ..... = \_\_\_\_\_

**Please make checks payable to: Zephyr Baptist Encampment**

Deposits are non-refundable but are transferable. Deposits for campers not attending will be forfeited. However, a deposit intended for a camper not attending camp can be transferred to the credit of a late-registering camper.

**PAYMENT IS DUE WHEN YOU ARRIVE**

\*Late Registration space is limited. Dependent upon availability.