

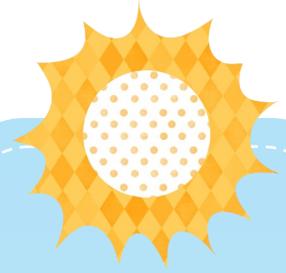
CROSSTRAILS MINISTRY

Day Camp Planning Guide



**READY
SET
GO**
AND WE WILL!

Exploring
Faith Practices



Cross Trails Ministry's Mission

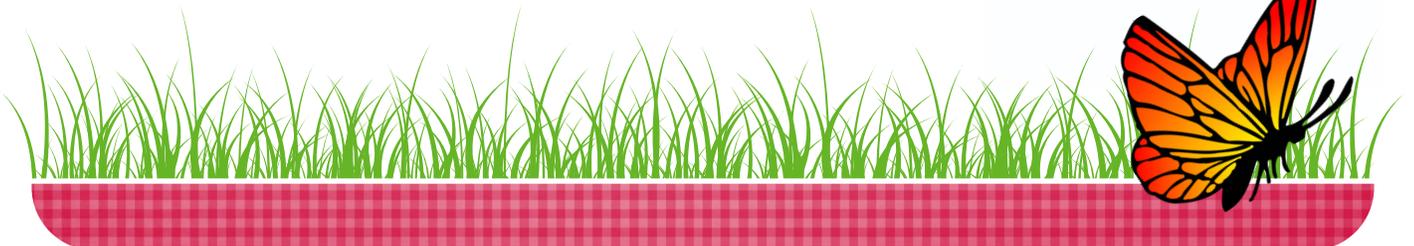
Our mission is to provide unique settings and experiences in which youth, adults and families are strengthened in their relationship with Christ, each other, the church and community.

TABLE OF CONTENTS

Day Camp Basics	page 2
Overview of the Day Camp Week	page 5
Cross Trails Ministry Responsibilities	page 7
Congregational Responsibilities & Checklist	page 8
Behavior Guidelines at Day Camp	page 16
App A: NEW! Camper Registration & Release	page 17
App B: Daily Release, Absentee, & COVID Logs	page 20
App C: Bible Study Daily Themes	page 24
App D: COVID-19 Guidelines for Day Camp	page 25
App E: Publicity Ideas & Promotions	page 26
App F: Evangelism Checklist	page 27

Contact Information

CROSS TRAILS MINISTRY
391 Upper Turtle Creek Rd
Kerrville, Texas 78028
(830) 257-6340
info@crosstrails.org
Jessica@crosstrails.org
crosstrails.org



DAY CAMP BASICS

Day Camp is designed to be flexible but includes basic elements that create its unique character and appeal. Individual Day Camps will vary in specific scheduling according to local resources and needs, but will contain these basic components.

Program Theme:

Each summer there is a new Biblical focus for the program. Summer 2022's theme is **Ready, Set, Go!** This provides a direction for the Bible studies, the worships, and some of the other activities. Each day will have its own theme that ties into the overall Day Camp focus for the summer. Refer to Appendix C for this summer's daily themes.

Family Groups:

Each family group consists of a Cross Trails Ministry staff person, a Congregational Volunteer Assistant, and up to twelve Day Campers who are all similar in age. Each family group will have the opportunity to name themselves. These groups are the building blocks of the Day Camp experience. Family groups study, play, sing, work, and worship together throughout their week at camp.

Worship:

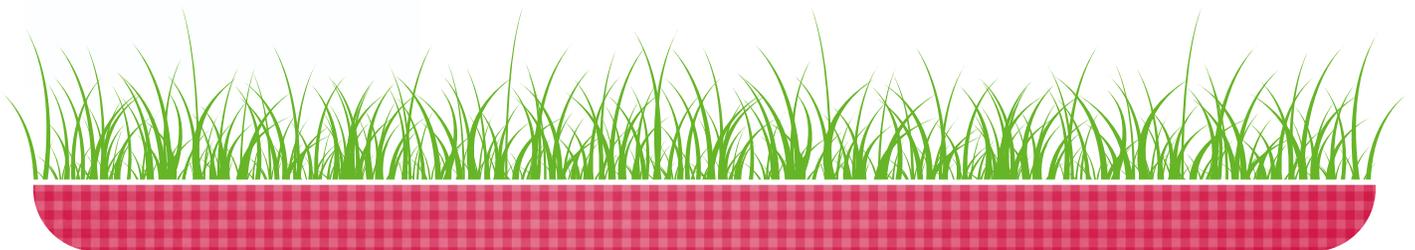
This is a time of God-focused celebration in which the theme of the day is shared. The theme and daily scripture are introduced during the morning worship and reviewed during the afternoon worship. Worship includes prayers, scripture readings, and a camper-appropriate message. Songs are a big part of worship and "making a joyful noise" is encouraged. Songs will also be taught throughout the day. Please note that, we do not guarantee that a guitar player will be sent to your congregation.

Family Bible Study:

During this time each family group does an interactive Bible study and learning activities designed to illustrate and teach the daily theme and scripture to the campers. This is a small group opportunity for relationships and faith building, led by the Cross Trails staff.

Optional Special Events:

In light of COVID-19 and for the health and safety of campers and staff, we are asking that congregations to decide based on the congregation's COVID-19 protocols as to whether or not you bring in entertainment or other components to the Day Camp program that are not being provided by Cross Trails Ministry.



DAY CAMP BASICS CONTINUED



Activity Rotations:

Campers will rotate to different activities throughout their Day Camp day with their family group. Some of the activities they may experience are as follows:

Games - Inclusive and group building, some are just for fun and some are used to reflect the theme of the day.

Arts & Crafts - Campers will work on something each day that ties into the theme. They may also do other projects as a group or to give away to their family or to locals in their community.

Music - Campers will experience hands on instruments, such as child friendly hand bells. They may even learn a song to play at a camp worship or community celebration.

Nature Activities - Different Day Camp locations offer great opportunities for learning. Day Camp Staff members will bring basic equipment to be used to study the outdoor environment.

Puppets - Campers will have the chance to work with puppets while playing games and exploring their own creativity. Puppets are used to enhance the theme of the week by being used in rotations as well as worships.

All Camp Activity:

A favorite time for many is the All Camp Activity. This is a time where *all* the campers, staff, and volunteers join together to do one activity together. This activity can be a game, carnival, water fun, sports, and more.

Water Day (Optional):

Water Day has been a favorite All Camp activity for years. This is a time where campers, staff, and volunteers have the opportunity to cool off in the summer heat while also having fun playing games and activities. This All Camp is typically done towards the end of the week. However, it can be done any day and your Day Camp Director can help assist in making schedule changes.

Celebration Planning Time:

At the conclusion of lunch, campers will have some time to work with their family groups in preparation for the celebration that they get to put on at the end of the week for the Day Camp participants and volunteers. Parents and members of the congregation may be invited depending on the COVID-19 guidelines in place.

Community Celebration:

Campers and staff will share what they learned and experienced during the week through songs, skits, and stories. This can an important time in the evangelical outreach of the Day Camp program and an opportunity to welcome families of children outside the congregation. Should you choose to host parents, congregational members, and community members at your community celebration, your congregation's COVID-19 guidelines must be followed. (Our suggested guidelines can be found at the end of the planner in the appendices. These may change before the summer begins.)



DAY CAMP BASICS CONTINUED



Meals:

Day Camp Full Day: Every day each child brings a sack lunch for the noon meal. The congregation provides their drinks. Some congregations prefer to provide lunch for the entire day camp rather than having campers bring their own meal.

Note: Half Day programs do not include a meal in the schedule.

Snacks:

Snacks not only provide a nutritional energy boost, they also allow opportunities to involve volunteers who provide and serve snacks. Snack time also provides a great chance to talk about how the day is going for the day campers, Cross Trails Ministry staff, and the congregational volunteers. We recommend providing healthy snacks to the children.

Service Project and Offering:

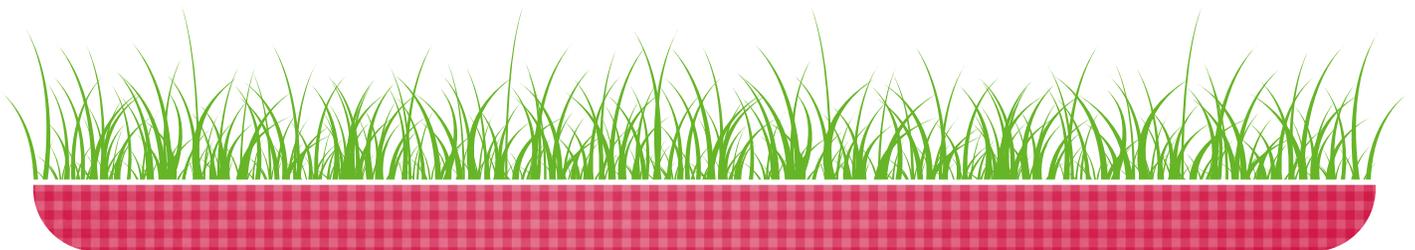
This year we are encouraging congregations to get their campers involved in the life of the church or community. If there are service opportunities that your congregation would like campers to participate in that can take place onsite at the church, our staff would be happy to assist and help facilitate that service. Examples that some churches have done for service are making packets or bags for Lutheran World Relief, working with Water to Thrive or similar clean water efforts, and having campers make cards for the local nursing home or military personnel. Anything that your congregation deems as service to others is encouraged.

Also, this year we will be collecting an offering that will go toward our campership fund. This is a scholarship fund that allows campers and their families come to camp at an affordable cost. Camperships can be applied so summer camp programs or any program that is created and provided by Cross Trails Ministry throughout the year. We do not want anyone to miss out on a camp opportunity because of cost, so helping to give to our campership fund is one way to giving back to others.

T-shirts and Water Bottles:

T-shirts and water bottles are a long standing tradition at Day Camp. Each camper will receive a complimentary T-shirt and water bottle from Cross Trails Ministry. Congregations are welcome to purchase T-shirts for their volunteers for \$10. T-shirts are decorated as a craft during the week and are a great way for campers and volunteers to show off the fun that had at Day Camp. Water bottles are a great tool at keeping campers and volunteers hydrated during the summer months and a gift that can be used for years to come!

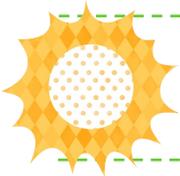
(If purchasing for your volunteers, sizes must be submitted to our office by no later than May 1st.)



OVERVIEW OF THE DAY CAMP WEEK

Sunday:

Sunday, a **MANDATORY** training will be scheduled for volunteers to meet with the Day Camp staff so that introductions, expectations, and local needs can be taken care of before the campers arrive the next day. It is imperative that all volunteers working with the campers attend this training. Ideally this meeting should take place prior to the staff's introduction to campers and after the site tour. If you would like the schedule for the Sunday meeting, please contact us and it will be made available. Please consider this a priority when working on your schedule and with volunteers.



*"Consider inviting staff
to worship with you!"*

Optional Sunday Events:

Sunday Morning Worship – If you are less than two hours away from Kerrville, we encourage you to have the Day Camp staff participate in your morning worship service. They could lead a song, do a reading, etc. This must be set up at least one month in advance with the Cross Trails Ministry Outreach Director. Unfortunately, if you are located more than two hours away, we cannot guarantee that the staff could attend your Sunday morning worship. Please call our office and discuss potential arrangements with the Outreach Director.

Any event must be done with the congregation's COVID-19 guidelines in mind. Staff will exercise caution when interacting with others. Suggestions for COVID safety are provided in the appendices at the end of this planner. These policies may change before the summer begins.

Schedule Options:

There are a few scheduling options we provide for congregations. There are three different schedules to choose from: Full Day, Half Day Morning, Half Day Afternoon. Evening schedules are available upon request. Choose the schedule that will work best for your congregation from the following pages and we will implement it.

Full Day Schedule:

This is a typical schedule for a full day at Day Camp. While each day includes the basic components mentioned previously, Day Camp is designed to be flexible so that the daily schedule can easily accommodate the needs and resources of a particular community.

- 8:00 a.m. - Staff and volunteers meet and set up
- 8:30 a.m. - Campers arrive, staff lead games and activities, Local Coordinator & DC director check campers in
- 9:00 a.m. - Opening Worship
- 9:30 a.m. - Family Bible Study
- 10:15 a.m.- Morning Snacks
- 10:30 a.m. - Activity Rotation A—Games/ Crafts/Music/Nature Activities/ Puppets
- 11:15 a.m. - Activity Rotation B
- Noon - Community Lunch
- 12:30 p.m.- Celebration Planning Time
- 1:15 p.m. - Activity Rotation C
- 2:00 p.m. - All Camp Activity
- 2:45 p.m. - Afternoon Snacks
- 3:00 p.m. - Closing Worship
- 3:30 p.m. - Campers Depart
- 3:45 p.m. - The staff meets with volunteers to straighten up, evaluate the day, and set up and plan for the next day
- 5:30 p.m. - Staff are available for dinner



Half Day Schedule:

This schedule allows for campers to be dropped off and picked up at times of the day ideal for parents that work. The half day schedule also allows for an option for middle school and high school aged youth to spend time with staff while also getting a taste of camp.

Morning Schedule:

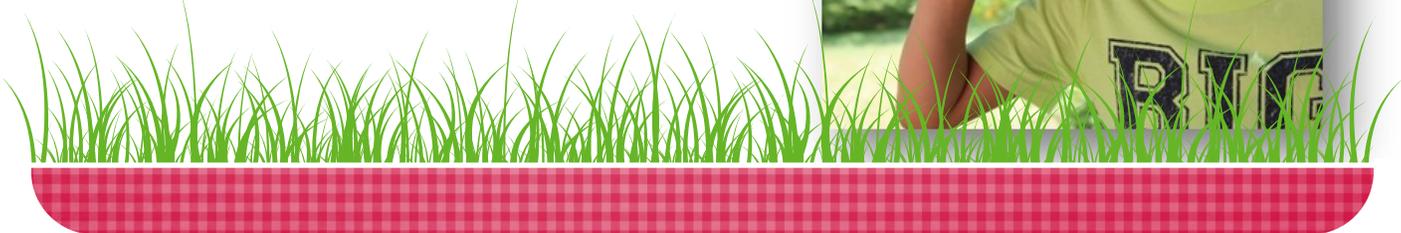
- 7:00 a.m. - Staff and volunteers meet to go over the details for the day and set up.
- 7:30 a.m. - Campers arrive, staff lead games and activities, Local Coordinator & DC director check campers in
- 8:00 a.m. - Opening worship, led by campers and staff.
- 8:30 a.m. - Family Bible Study
- 9:15 a.m. - Rotation A: Arts & Crafts or Music/Nature Studies/Puppets
- 10:00 a.m.- All Camp activity & Snack
- 10:30 a.m. - Rotation B: Arts & Crafts or Music/Nature Studies/Puppets
- 11:15 a.m. - Sing-a-long or Celebration Planning Time
- 12:00 p.m.- Closing worship
- 12:30 p.m.- Campers depart
- 1:30 p.m.- Staff Meeting & Prepare for the next day.
- 3:00 p.m.- Devotion and Games with Jr. & Sr. High Kids (Optional)
- Dinner and Social Time with Host Homes



"Evening schedules are possible too!"

Afternoon Schedule:

- 8:00 a.m. - Staff Meeting & Prepare for the day
- 9:30 a.m. - Devotion and Games with Middle & Sr. High Kids (Optional)
- 10:30 a.m.- Staff and Volunteers meet
- 11:00 a.m.- Lunch and Social Time
- 12:00 p.m. - Campers arrive, staff lead games and activities, Local Coordinator & DC director check campers in
- 12:30 p.m. - Opening worship, led by campers and staff.
- 1:00 p.m. - Family Bible Study
- 1:45 p.m. - Rotation A: Arts & Crafts or Music/Nature Studies/Puppets
- 2:30 p.m.- All Camp activity & Snack
- 3:00p.m. - Rotation B: Arts & Crafts or Music/Nature Studies/Puppets
- 3;45 p.m. - Sing-a-long or Celebration Planning Time
- 4:30 p.m. - Closing Worship
- 5:00 p.m.- Campers depart
- 5:30 p.m.- Staff and volunteers meet to go over the details for the day and set up
- Dinner and Social Time with Host Homes



CROSS TRAILS MINISTRY RESPONSIBILITIES



1. **Work to meet the needs of your congregation and community.** Cross Trails Ministry staff will work with your local coordinator to help the program meet your needs and goals.
2. **Lead your Day Camp.** Cross Trails Ministry will provide the basic daily schedule, and lead campers in each activity. If requested, the Outreach Director will come and visit your site and help you plan site-specific details for your Day Camp. You can also schedule a Zoom meeting.
3. **Provide staff.** Cross Trails Ministry will provide quality, trained, college age, Christian staff, who will implement your Day Camp program and work with your volunteers.
4. **Provide all program materials.** Cross Trails Ministry will provide all craft, recreation, special event and teaching materials.
5. **Provide sample publicity ideas.** Cross Trails Ministry will provide, in the appendices, ideas for how to advertise and promote your Day Camp event.
6. **Provide registration materials.** Cross Trails Ministry will provide a link and QR code to pass out to families to register their campers. **For the first time this year, campers will be able to register through our camp registration system.** There is also a copy-ready form to be filled out by volunteers located in the appendices.
7. **Train volunteers.** Cross Trails Ministry will provide a volunteer training and orientation for all volunteers working directly with the children on the Sunday of the staff's arrival.
8. **Host a Community Celebration.** The Day Camp staff will host a "community celebration" involving the campers. It will be presented for the campers and volunteers. Optionally, you may choose to allow parents and others to attend. **COVID guidelines for the congregation should be followed. If you need suggestions, you can find ours in the appendices.** This may change before the summer begins.
9. **Provide camper memorabilia.** Cross Trails Ministry will provide complimentary t-shirts and water bottles for the campers.
10. **Provide two staff meals each day and staff transportation.** Cross Trails Ministry staff will provide their own breakfasts and lunches unless prior arrangements have been made for an alternative. The staff will have a single vehicle to drive during their stay.
11. **Help with First Aid needs.** Cross Trails Ministry's Day Camp Director will be trained in First Aid and CPR, and can be a First Aid resource. Please note that Cross Trails Ministry staff are not allowed to administer any medications to campers or transport them.
12. **Provide a safe environment.** Cross Trails Ministry Day Camp follows the recommended guidelines from the American Camp Association. If your congregation would like to have those standards, please contact the Outreach Director.
13. **Meet congregational members (optional).** If your congregation is located within two hours of Kerrville, you may request for staff to attend your Sunday morning worship service.



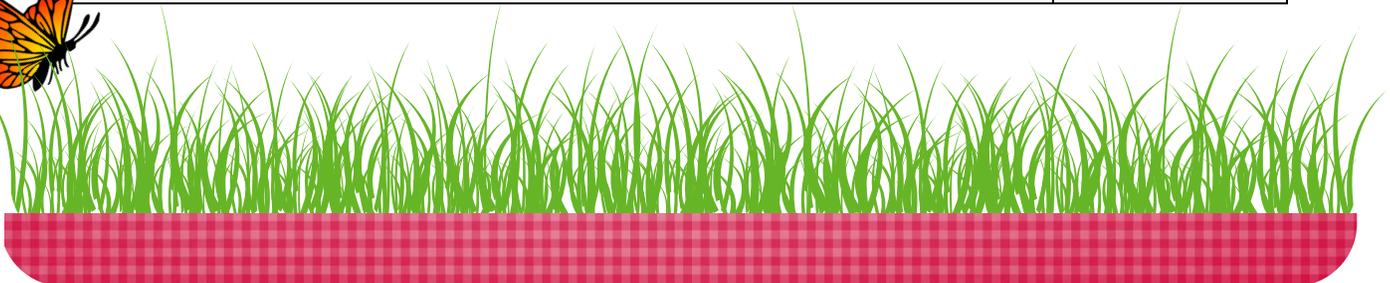


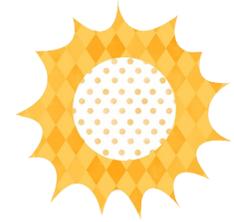
CONGREGATIONAL RESPONSIBILITIES & CHECKLIST

Details are on the following pages

<u>Responsibilities</u>	<u>Completed</u>
Complete the following tasks as soon as possible:	
Secure a Local Coordinator	
Secure Congregational Volunteer Assistants (1 per 12 youth)	
Secure Day Camp Staff Housing	
Secure Other Volunteers as Necessary for the Size & Needs of Your Program	
Turn in T-Shirt Sizes for Volunteers by May 1st	
Submit Check Request for May 1st Final Payment (include extra volunteer t-shirt costs)	
Complete the following tasks at least 8 weeks before:	
Publicize Day Camp	
Schedule Day Camp Volunteer Training on the Sunday before	
Coordinate an Outreach Director Visit or Zoom Meeting (optional)	
Complete the following task at least 6 weeks before:	
Register Day Campers Using Our Provided and Unaltered Link	
Complete the following tasks at least 2 weeks before:	
Finalize Daily Schedule with Outreach Director	
Finalize Snack Arrangements for Campers	
Finalize Meal Arrangements for Staff	
Designate Day Camp Storage Area	
Review Behavior Management Guidelines	
Set Up A "Release To" Policy	
Set Up "Absentee Verification" Policy	
Finalize Housing Arrangements for Staff	
Review Spreadsheet of Camper Registrations	
Complete the following task the Tuesday before:	
Verify Final Day Camp Numbers and T-shirt Sizes for Campers with Outreach Director	
Submit Check Request for Any Other Costs Incurred	

<u>Responsibilities</u>	<u>Completed</u>
Complete the following tasks the Sunday before your Day Camp:	
Meet & Greet the Day Camp Staff	
Review and Confirm the Participant List with the Day Camp Director	
Review Congregation Specific & CTM suggested COVID Protocols	
Review and Walk-through the Site	
Participate in Volunteer Training and Review Day Camp Protocols	
Invite the Congregation to Community Celebration at the End of the Week (Optional & all COVID Guidelines must be followed)	
Complete the following tasks each day of your Day Camp week:	
Help Oversee Daily Check-in and Check-out of Campers with DC Director	
Screen and Temperature Check Each Camper at Arrival	
Verify Absentee Campers	
Handle Any Medical Needs of Campers	
Behavior Management with Staff as Requested	
Invite Parents to Community Celebration (Optional & all COVID Guidelines must be followed)	
Complete the following tasks the last day of your Day Camp week:	
Pass Out an Evaluation Link Provided by Cross Trails Ministry to Pastors and Local Coordinators	
Pass Out an Evaluation Link Provided by Cross Trails Ministry to Parents to be Filled Out	
Pay Balance Due (if extra expenses)	
Provide Best Contact Email for Photo Sharing	
Complete After Your Day Camp Week	
Meet with Your Volunteers, Committee, or Council to Evaluate the Week	
Continue to Invite Campers and their Families to Church Functions	





Complete the following tasks as soon as possible:

Secure a Local Coordinator

This is the one main contact, between Cross Trails Ministry and the congregation. He or she will work closely with volunteers and Cross Trails Ministry staff and will be onsite and available during the entire Day Camp. They are responsible for completing or delegating the tasks on the previous checklist. Please email the name and contact information for the Local Coordinator to jessica@crosstrails.org or info@crosstrails.org as soon as possible, or call 830-257-6340.

The responsibilities of the Local Coordinator in conjunction with the earlier task list are as follows:

- Be dedicated to working with others to provide Christ-centered ministry.
- Serve as a contact person between Cross Trails Ministry staff and the congregation.
- Recruit volunteers to assist at Day Camp.
- Be at Day Camp each day to answer questions and handle the needs that come up.
- Attend the daily meetings to review the day and help plan for the next day.
- Evaluate the Day Camp to help assure a strong program.

Secure Congregational Volunteer Assistants

A Congregational Volunteer Assistant can be an adult or a high school student. They will work with the Cross Trails Ministry staff to provide the hands-on leadership and supervision of the campers during Day Camp.

Please note: These are the most important volunteers you can provide since they have direct one-on-one contact with your campers and the relationships will continue when the summer is over. Careful consideration of who is chosen to serve as Volunteer Assistants is crucial to the success of your Day Camp. There is a mandatory minimum number of one volunteer assistant for every 12 campers. This helps keep the camper to staff/volunteer ratio at or below 6 to 1.

Congregations are encouraged to conduct criminal background checks on all volunteers over 18 who work directly with children. This is an easy process. Please contact the Outreach Director for assistance.

The responsibilities of the Congregational Volunteer Assistants are as follows:

- Be dedicated to working with others in a Christ-centered ministry.
- Should have completed at least 8th grade.
- Attend a required training event on the Sunday before Day Camp begins.
- Attend daily meetings in the morning and afternoon.
- Be able to attend the entire Day Camp day unless other arrangements are made.
- Work and play enthusiastically alongside the Day Camp staff to serve campers and the congregation.
- Stay with family group in all activities throughout the day.
- Role model good behavior.
- Help with bathroom breaks.
- Assist with group management, but allow staff to deal with discipline situations.
- Be available to help in ways that best serves the ministry.

Secure Day Camp Staff Housing Hosts

These volunteers will provide housing and perhaps meals for the Cross Trails Ministry Day Camp staff. This may be a home provided by the church like a parsonage, or a family with lots of room or who are away for the week. Housing should include privacy from young children, security for belongings and a separate bed for each staff member. **We are also asking that all staff be housed at one location if possible.**

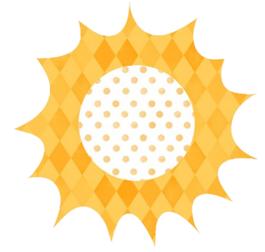
You may also choose to have the staff stay at your church itself. If this is the case, staff members will need mattresses to sleep on and provisions will need to be made for showers and for male and female staff to be housed in separate rooms. Arrange housing from Sunday night through Thursday night.

The number of Day Camp staff will depend on the maximum number of campers your congregation selects.

Submit Check Request

Full Payment for your Day Camp is due May 1st. Submit your check request in plenty of time to meet this deadline.

Complete the following tasks as soon as possible:



Secure Other Volunteers as Necessary for The Size and Needs Of Your Program

Larger day camps may find that they need extra help or assistance in running their program depending on their needs. The following are some ideas of volunteers that may be needed or utilized during your day camp week. In many cases the Local Coordinator can often complete these tasks for small Day Camps.

Kitchen Folks

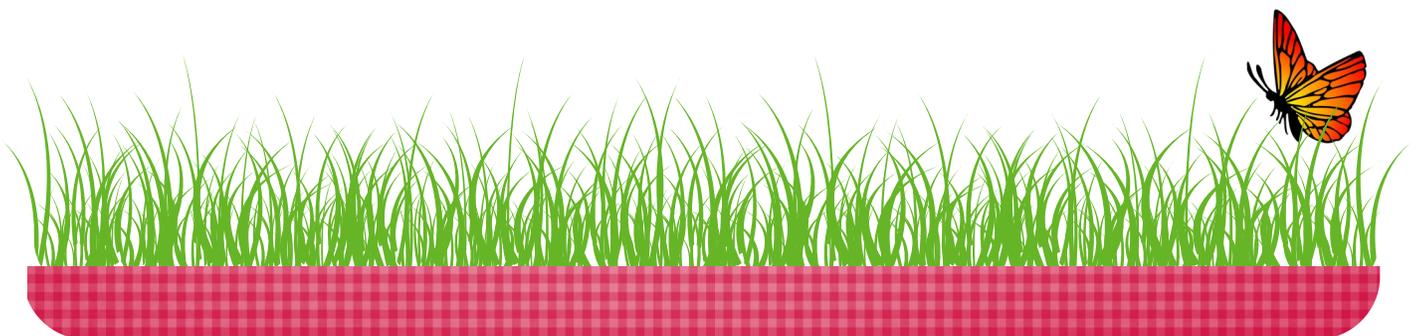
People are needed to prepare and serve two daily snacks and a drink at lunch for the campers. In the case of a half day or evening program, only one snack will need to be provided. This could be organized on a day-by-day basis, or you could have a committee who would take care of all the preparations for the whole week.

Health/First Aid Provider

This is a person trained to administer first aid and who could transport young people to the hospital in an emergency. This person is also responsible to administer any daily medications to children. Cross Trails staff are not allowed to give medication of any kind to children or to transport children. We recommend this person be on site during the Day Camp hours.

Community Celebration Coordinator (Optional in 2022)

This individual would organize the time, refreshments, invitations, and publicity for the congregational event that closes the week at camp on Thursday evening, Friday noon or just prior to Friday closing worship. Staff will develop the program.



Complete the following tasks at least 8 weeks before:

Schedule an Outreach Director Zoom Meeting Before Your Day Camp (Optional)

Pick a couple of dates and times and coordinate with the Outreach Director a time to meet before your Day Camp week. This will allow for Local Coordinators and the Outreach Director to meet and go over any questions or to finalize any information going into the Day Camp week. It is optional, but highly recommended, especially for new Day Camp congregations.

Coordinate a Summer Zoom Meeting During Your Day Camp (Mandatory)

Pick a day and time that the Local Coordinator can meet with the Outreach Director during the week that the Day Camp is being hosted. This is a time for the Outreach Director to check in with the Local Coordinator and review how the Day Camp week is going. We encourage Pastors to be part of this call if they are not serving in a Local Coordinator role.

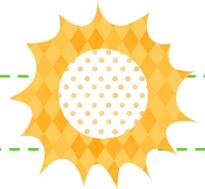
Publicize Day Camp

This may include internal congregational announcements, bulletin inserts, radio or newspaper ads, etc. See Appendix E for publicity ideas.

Schedule Day Camp Volunteer Training

This is usually scheduled on Sunday, often before the introduction event. It is important that the volunteers have been informed and understand their responsibilities before they are introduced to campers and their parents. The volunteers will need to know the policies, be able to assist with the program and answer some basic questions about Day Camp or know whom to refer questions to.

"Don't forget to tell EVERYONE that you're hosting the best week ever!"



Complete the following tasks at least 6 weeks before:

Register Day Campers

A system for registration and fee collection must be set up. This could be the responsibility of the Local Coordinator or it could be delegated to someone in the church office.

NEW! This year we will be registering campers by using our camp registration system, Campbrain. Only registration will be taken care of through this system. Payment should be done through the congregation if congregations choose to charge as part of a camper's registration. Registrations will be shared with the Local Coordinator via spreadsheet provided from our Office Manager and Registrar.



Make copies of the QR code to pass out for registration or direct folks to <https://crosstrails.campbrainregistration.com/>

If congregations would like a digital copy of this QR code, please contact Jessica@crosstrails.org.

More information about how to work with our registration system is provided in the appendices.

All campers need to be registered and have their release forms filled out prior to Day Camp beginning. **While walk-ups can be done if there is room in your registration, parents or guardians will need to fill out a registration form through our system in order to be recognized as registered and able to participate.**





Complete the following tasks at least 2 weeks before:

Finalize Daily Schedule

Cross Trails Ministry provides a Day Camp schedule (full day schedule) that we have found works well for most congregations. There are two more schedule options that are also provided (Refer to pages 5 & 6). If you wish to make changes to any of the schedules please contact the Outreach Director so they can provide the staff with the appropriate schedule. The Outreach Director will call the Local Coordinator two weeks prior to the scheduled day camp for confirmation as well as to answer any last minute questions. Also at the time of the phone call, please let the Outreach Director know which schedule your Day Camp has chosen to use.

Finalize Snack Arrangements for Campers

Full Day Schedule: Each day your congregation needs to provide two snacks during the day and a beverage at both snack times.

Half Day/Evening Schedule: Each day your congregation needs to provide one snack and a beverage at the designated snack time.

It is important to provide plenty of liquids at both snack time and lunch and to have water available at all times. Cross Trails Ministry will provide each camper with a water bottle. Snacks and drinks should be prepared by kitchen volunteers, or a designated group each day.

Finalize Meal Arrangements for Staff

Day Camp staff need to be provided with dinners for each evening of their stay. These meals can be hosted by the church, provided at the host homes, or given by various groups within the church. The staff is prepared to bring food supplies for their own breakfasts and lunches. They will need to have a limited amount of refrigerator and storage space to store these items. Some congregations choose to provide all of the staff meals. Arrangements for either option should be made with the Outreach Director.

Designate Day Camp Storage Area

Create a secure space for Day Camp staff to store all of their supplies for the week.

Review Behavior Management Guidelines

Please review the Day Camp behavior management guidelines and give a copy to all volunteers.

Set Up A "Release To" policy

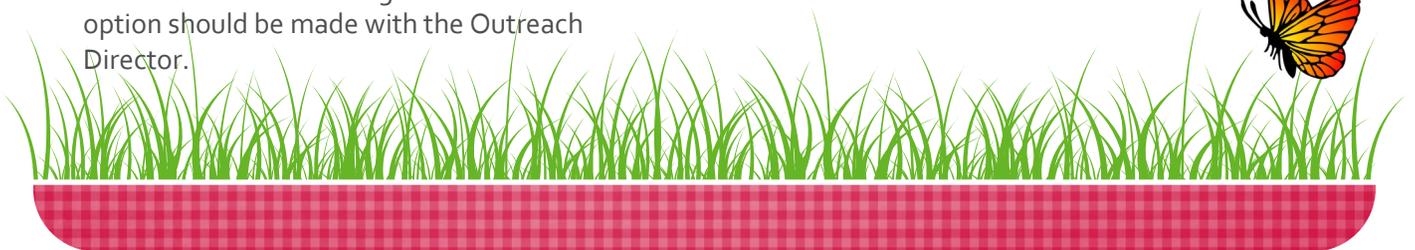
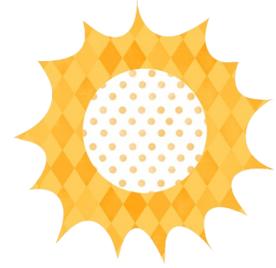
Your congregation should have a policy regarding releasing campers to persons other than their legal guardian. We suggest making a list from the registration information that will be provided by Cross Trails Ministry listing who can pick up each child and keeping the list at the check in/out area. Parents can update this with the Local Coordinator if there are changes in the Day Camp week.

Set Up "Absentee Verification" policy

Your congregation should have a policy regarding verifying absentee campers. If a camper does not arrive to camp without notification, the camper parents or legal guardian should be contacted for follow up.

Finalize T-Shirt Sizes for Volunteers

Finalize the size of T-shirts you will need for your volunteers. Volunteers are welcome to purchase shirts at \$10 per shirt. Although this is the best time to finalize camper shirt sizes, please turn in as many volunteer sizes as possible by May 1st with your final payment so accurate orders can be placed.





Reminder!

We want your volunteers to join in on the T-shirt fun! For just \$10 you can get a shirt. If you purchase these, each volunteer can make a shirt alongside campers at Day Camp. We will need these orders as soon as possible, but by no later than May 1st.

Complete the following task the Tuesday before:

Verify with Outreach Director Final Day Camp Numbers and T-shirt Sizes for Campers

The Outreach Director will call the week before your Day Camp to confirm your camper numbers and camper t-shirt sizes. Please be aware that you will not be able to add campers beyond what you originally booked due to staffing needs. These numbers will allow us to prepare the correct amount of supplies for your Day Camp.

Finalize Housing Arrangements for Staff

During the phone call, the Outreach Director will discuss with you the staff that are assigned to your day camp. We cannot guarantee the number of male or female staff prior to this time so please make sure appropriate housing is arranged for the possibility of all male, all female, or male and female staff.

Submit Extra Cost Check Request *(if Applicable)*

If your Day Camp has collected any extra costs like volunteer t-shirts, etc, please submit a check request to cover that cost. If you have any questions, please contact us at jessica@crosstrails.org or info@crosstrails.org

Complete the following tasks the Sunday before your Day Camp:

Meet & Greet the Day Camp Staff

Have someone meet the Day Camp staff at your church at a designated time. Please provide them with a tour of the facility and information they will need to know to host a successful Day Camp—including any congregation specific COVID-19 protocols.

Participate in Mandatory Volunteer Training

Provide a space and time where the Day Camp Director can provide training for all Day Camp volunteers. COVID protocols and guidelines will be discussed during this training.

Provide Participant List to Day Camp Director

The Day Camp Director should be given a comprehensive list of campers and volunteers, along with any special needs or concerns. The Day Camp Director will be familiar with registrations Sunday morning prior to their arrival at your church. If there are updates or changes that you are aware of, please share that information with the Day Camp Director. We ask that you make sure to go over the list together for these updates or specific notes. Day Camp Directors should also be given a copy of volunteer registration forms.

Complete the following tasks each day of your Day Camp week:

Help Oversee Daily Check-in and Check-out of Campers

The Local Coordinator and Day Camp Director will oversee the check in/check out process each day. A temperature and symptoms screening must be done each day when a camper arrives.

We recommend having campers signed out each day by a parent or a person on the registration form. See the reproducible check in/check out form included in this planning guide.

Verify Absentee Campers

Along with a preset policy, all absent campers without notification will need to have parents or guardians called for a check in.

Handle Any Medical Needs of Campers

Congregations are expected to supply basic first aid supplies. Our staff are prepared to be resources to your congregational volunteers, however, they are not allowed to dispense any medications. Your volunteers should be aware of local medical facilities and emergency numbers. Please be aware that Cross Trails Ministry does not carry insurance on campers and are not able to transport campers in any situation.

Behavior Management

Coordinate on behavior management of campers, as needed, with Day Camp Director.

Complete the following tasks the last day of your Day Camp week:

Collect and Turn in Evaluations

Evaluations or evaluation links will be provided by Cross Trails Ministry and should be filled out by the Local Coordinator, Pastor, Volunteers, Host Homes, Parents, and Campers on the last day of camp. Please turn these in to the Day Camp Director.

Pay Any Remaining Balance Due

Full payment should have been made by May 1st, but if there were added campers or agreed adjustments with the Outreach Director, give a check for the balance due for your Day Camp to the Day Camp Director.

Provide Contact Info for Photo Sharing

Congregations will be provided "best of" photos at the end of the week. Please provide an email that the Cross Trails Ministry staff can send these photos to for sharing.

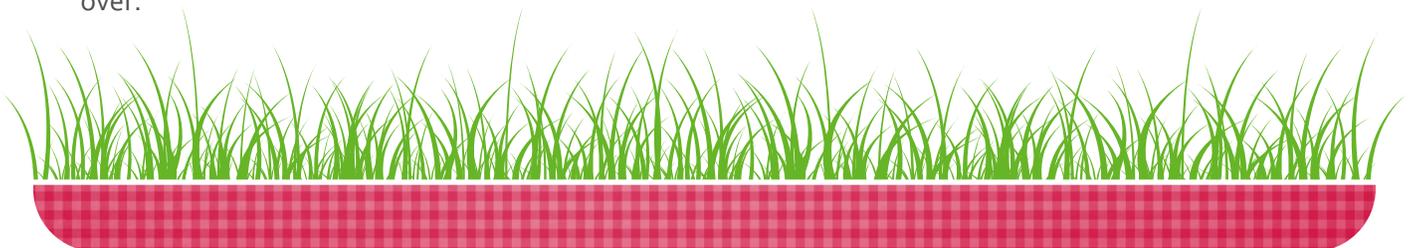
Complete the following tasks after your Day Camp week:

Meet with Your Volunteers, Committee, or Council to Evaluate the Week

Take time to review your Day Camp week. Look at what went well and things that could be done for the future. Groups that evaluate their weeks, tend to have strong Day Camps in the future. Please plan a follow up with the Outreach Director with any information and joys that Cross Trails Ministry should be aware of.

Continue to Invite Campers and their Families to Church Functions

Stay in touch with your campers and their families! Day Camp is a great source of outreach for communities, but it's important to keep those campers and their families involved when the week is over.





BEHAVIOR GUIDELINES AT DAY CAMP

As with all Cross Trails Ministry programs, we promote using positive reinforcement and a caring environment to foster positive behavior. All Cross Trails Ministry staff receive an extensive behavior management training. What makes behavior management at Day Camp different from site camps is that many campers are in their “own territory.” They are often more comfortable there, know each other, bring in issues from other times and places, and may be related to one another. Because we seek to have a healthy and fun environment, a positive behavior management plan is crucial as a team effort between Cross Trails Ministry and the congregation.

Some of the specific behaviors that are encouraged at Day Camp include cooperation, sharing, listening, using kind words, and respect of self, others and the environment. These positive behaviors are modeled by the staff and volunteers, reinforced and incorporated into the entirety of the day to create an environment for all campers to be successful.

Behaviors that are unacceptable at Day Camp include being physical with others, using inappropriate language, and disrespect of self, others and the environment. Because different congregations have different “house rules” (e.g. not running in the chapel, no drinks outside the kitchen, etc.), the Cross Trails Ministry staff will incorporate these into the expectations and rules that are given on the first day.

When positive reinforcement fails and further behavior management is needed, the Day Camp Staff will be directed by the following guidelines unless other arrangements have been made for alternate plans for behavior management between the Local Coordinator and the Outreach Director.

On the first day, the Day Camp staff will lead a discussion with the campers that allows them to come up with their own set of rules and guidelines. This gives them ownership in the process and allows them to better comprehend what is being expected. Anything missed will be suggested by the Cross Trails Ministry staff along with any “house rules.” The group will read them aloud. Once everyone has read the rules, they will sign them or be allowed to put their fingerprint on them.

The group will hear that there are consequences for all of the expectations that are not followed:

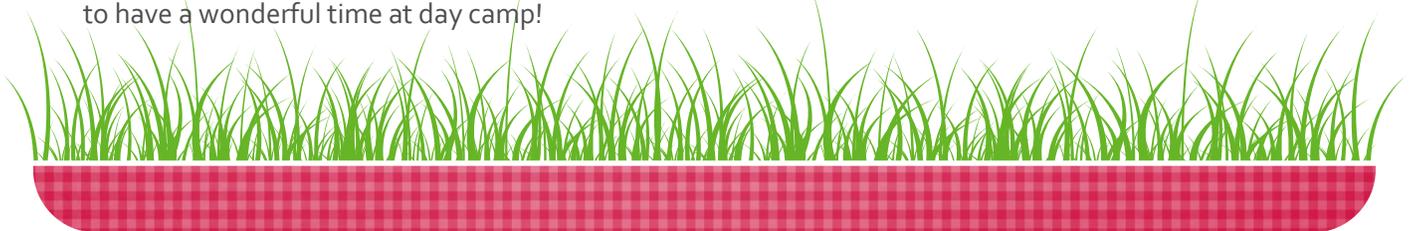
- If a camper misbehaves, they will be given a warning and reminded of the expectation and reason why the expectation keeps us safe and healthy. The staff will also assist them in discovering alternative acceptable behaviors and reinforce positive behavior of the child.

(In instances such as physical altercations, immediate discipline may be used.)

- Next time, they will be reminded of the issue and will speak with the Day Camp Director.
- On the third time, the Day Camp Director, camper, and local coordinator will meet. They will be provided with an alternate behavior plan and the parent will be contacted by phone or note.
- After an alternative behavior plan is established, any other infractions may involve the camper being removed from day camp.

Each congregation will follow this plan or work with the Outreach Director to develop their own plan of action. The behavior management plan will be reviewed with the Outreach Director and communicated to your day camp team prior to them arriving at your congregation.

Cross Trails looks forward to joining you in this effort in creating an environment that allows all campers to have a wonderful time at day camp!



APPENDIX A:

REGISTRATION AND RELEASE FORMS

New this year! We are using our camper registration system, Campbrain, to also register Day Camp participants. We ask that you direct folks to the following web address or the QR code that is provided.

<https://crosstrails.org/congregational-day-camp/>



The registration process for parents or guardians is as follows:

1. Click on the link to be redirected to our Campbrain website.
2. Sign in to your online account, or create a new user account by entering your first name, last name, email and creating a password (must contain at least one letter and at least one number).
3. Click "start application" under Day Camp 2022.
4. Select your camper or click "Add a Child". Confirm information or add information on new child. Select or add any children who will be attending.
5. Select your Day Camp and click "add to cart".
6. Complete the Forms.
7. Make sure to follow the pages though until you can click the "submit application" button.

Note: Cross Trails Ministry will **NOT** be collecting payment. If congregations have a fee in place, campers will need to pay the church directly for their week at Day Camp. We suggest that congregations that have a fee for campers, encourage a "drop" date for payment. If campers have not paid by the designated date and there are other campers wanting to attend, congregations may contact our office and those registrations that have not paid will be cleared to allow space for others to register. Cross Trails Ministry will make your camper registrations sharable with the Local Coordinator so congregations know how many and who has registered for Day Camp. It will be up to congregations to confirm their campers.

The Day Camp registration form includes a release of liability form that all campers must have in order to participate. **This form only covers Cross Trails Ministry and its staff.** If congregations would like to have campers sign a release of liability for the congregation, this will need to be provided by the church by the first day of Day Camp to be filled out by parents.

Also, the contact information provided to parents during registration will be contact information to the church. If you'd like to update that information with Local Coordinator information, please contact our office.

The following page is a reproducible that you are welcome to pass out to people interested in registering their camper for Day Camp. If you or your congregation would like to make your own flier and use the summer camp logo or the QR code, email Jessica@crosstrails.org to receive a digital copy of each.

Registration is set up based on the reservation form that was sent in to our Cross Trails Ministry office. Should you need extra spaces for more registrations, please contact our office to see if those spaces can be accommodated.

Please also register any volunteers that will be working directly with campers. There is a paper form provided on page 19. These should be turned in to the Day Camp Director on Sunday during the Volunteer Training Meeting.



REGISTER FOR DAY CAMP!

You are invited to participate in this year's Day Camp program!

Scan the QR Code or type in the following link
(<https://crosstrails.org/congregational-day-camp/>)

Create an Account or Sign In to Your Account

Register your camper under Day Camp 2022 & our Church's Name!

Contact our Church Office for payment information



We look forward to having you join us this year!



REGISTER FOR DAY CAMP!

You are invited to participate in this year's Day Camp program!

Scan the QR Code or type in the following link
(<https://crosstrails.org/congregational-day-camp/>)

Create an Account or Sign In to Your Account

Register your camper under Day Camp 2022 & our Church's Name!

Contact our Church Office for payment information



We look forward to having you join us this year!



Cross Trails Ministry Volunteer Registration Form

One per volunteer, please! Please print.

Name _____ Male/Female _____

Preferred Name _____ Birth Date _____

Address _____

City _____ State _____ Zip _____

Parent/Guardian Name(s) (if under 18) _____

Email _____

Home Phone (_____) _____ Work Phone (_____) _____

Emergency Contact _____ Phone (_____) _____

Home Church _____ City _____

If a student, Grade in School 2021-2022 _____

Preferred T-Shirt Size (Adult Sizes) _____

RELEASE

I will not hold Cross Trails Ministry or its staff responsible for accidents, claims and damages arising from my or my volunteer's participation in camp activities. I also give Cross Trails Ministry permission to use any photograph/video of me or my volunteer, taken at Day Camp, in future promotional materials for its sites and programs.

I further acknowledge, understand, appreciates, and agrees that their participation may result in possible exposure to illness from infectious diseases, including, but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist. Participant knowingly and freely assumes all such risks, both known and unknown, even if arising from the negligence of the releasees or others, and assume full responsibility for Participant's participation and exposure.

Signature

Parent/Guardian Signature
(if under 18)

Date

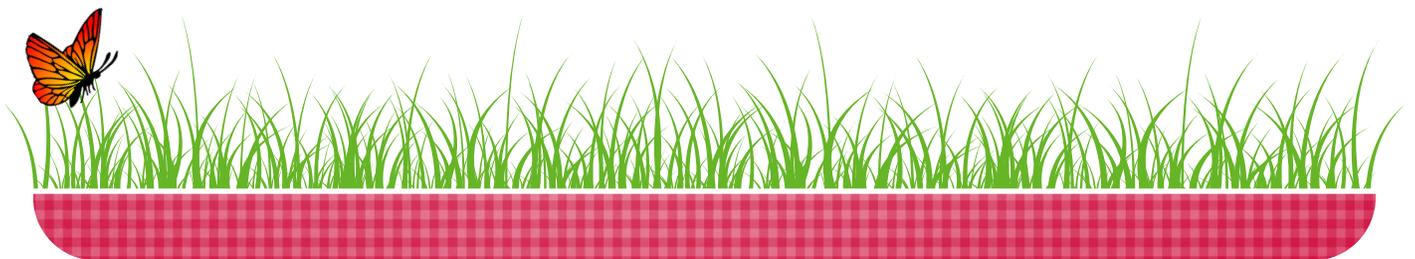
APPENDIX B:

ABSENTEE VERIFICATION, DAILY RELEASE SIGNATURE LOG, & COVID-19 TEMPERATURE AND SYMPTOMS LOG

The first template is a sample of what can be used for daily contact with absentee campers. Cross Trails Ministry requires that a policy must be in place to contact and document absent campers.

The second template is to be used for daily release signatures. Cross Trails Ministry requires that you do this with your campers each day when adults are picking them up. Day Camp Directors will verify attendance at the beginning of the day camp day and give daily numbers to the Outreach Director for accurate counts.

The third template is to use for screening your campers for COVID-19 symptoms each morning. This should be done each day before a camper can participate in the Day Camp day.



APPENDIX C:

BIBLE STUDY DAILY THEMES

Ready, Set, Go!

Day	Title	Focus Points
Monday	Go Gather	<ul style="list-style-type: none"> • Campers will learn it is important to gather with others to learn from them and grow in our faith • Campers will learn how different types of gathering influence our faith • Campers will recognize and participate in worship, study, fellowship, and service with the camp community
Tuesday	Go Pray	<ul style="list-style-type: none"> • Campers will learn that God knows our hearts but God also knows that we are built for relationships and need to communicate • Campers will learn about different ways to pray: body positions, types of prayer, communal, and solo prayer. • Campers will identify and practice a types of prayer
Wednesday	Go Study the Word	<ul style="list-style-type: none"> • Campers will learn the Bible is the inspired word of God and contains both law and gospel • Campers will learn by studying the Bible, we grow in our relationship with Christ • Campers will participate in both personal and communal study of God's word
Thursday	Go Share What God is Doing	<ul style="list-style-type: none"> • Campers will learn there are lots of ways to share our faith with others • Campers will tell others about how God is at work in their lives • Campers will practice inviting others to know and go to God
Friday	Go in Peace and Serve the Lord	<ul style="list-style-type: none"> • Campers will learn about the summer offering and how it will serve the world, along with other forms of service. • Campers will learn about the camp phrase and tradition of saying "And We Will!" • Campers will plan an act of service

**These objectives reflect the summer Bible Study theme for all age groups this summer. However, when working with Day Camp participants, these objectives will be simplified to cover each daily theme at age appropriate levels.*



APPENDIX D:

COVID-19 GUIDELINES FOR DAY CAMP

(These were 2021 guidelines that are still being recommended, however these may be adjusted as we get closer to summer. We will send updated protocols as they are finalized)

- All volunteers and staff should wear masks and practice safe distancing when in the whole camp group with the exception of eating
- Campers, volunteers, and staff are encouraged but do not have to wear masks if they are participating in their family groups, unless it is the policy of the congregation
- Wash hands and sanitize as often as possible and end of day sanitizing should take place each afternoon prior to leaving
- Safe distancing should be modeled and encouraged
- Staff need to follow congregational COVID guidelines in addition to these. Staff, volunteers, and campers should adhere to the guidelines that provide the most caution

Screening for all Campers, Staff, and Volunteers

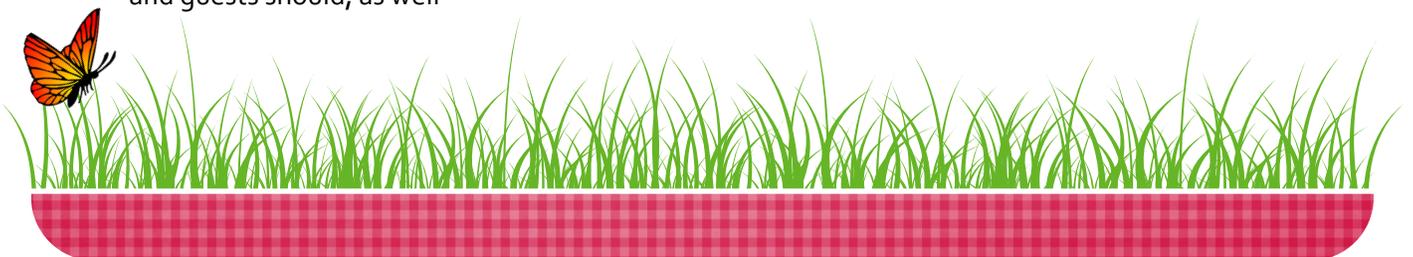
- Staff, volunteers, and campers should take their temperature and screen for symptoms prior to participating in the Day Camp day. If anyone has a temperature over 100, they need to stay home. If staff have a fever, they need to notify the Outreach Director immediately
- If anyone exhibits any symptoms of COVID, such as fever, cough or shortness of breath, they need to stay home. If staff have any symptoms, they need to notify the Outreach Director immediately
- If anyone campers or volunteers live with, or have had close interaction with, is told to isolate themselves due to potential exposure, or is told that they have COVID, they must stay home

Suggested Guidelines for Staff

- Staff should be housed in one location together if possible
- Staff travel should be limited if at all possible and masks should be worn when in public
- PPE (masks & gloves) should be worn if assisting basic first aid with campers
- Staff will be trained in properly sanitizing their equipment throughout the day
- Camp items and personal belongings not in use need to be packed and kept neatly apart from items in use

Guidelines for Community Celebration Open to Parents, the Congregation, and Community

- All guests must have their temperature taken and screened for symptoms prior to attending any Day Camp programming
- If possible, host this event outside. If this is not possible, masks should be worn in conjunction to safe distancing
- Parents and guests should not have interaction with staff, volunteers, or campers until Community Celebration is over and campers can be checked out for the day
- Safe distancing should be a priority with guests. Camper groups will participate in safe distancing and guests should, as well



APPENDIX E:

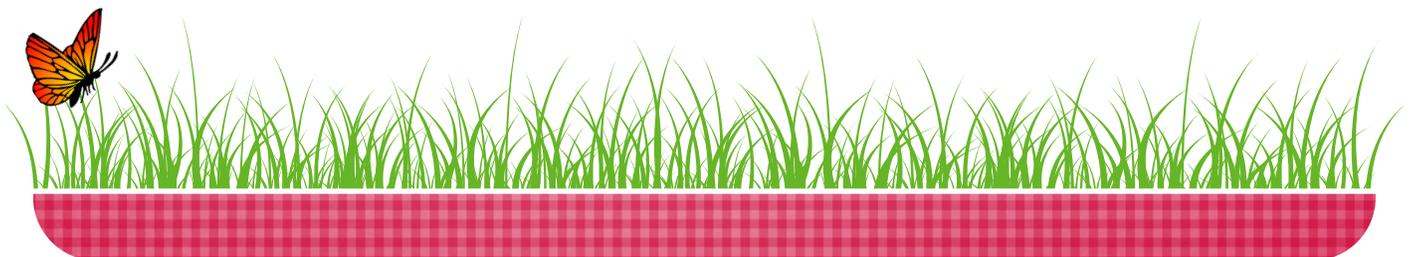
PUBLICITY IDEAS & PROMOTIONS

Promoting and advertising your Day Camp is important. To get a good response, tell people about the event a minimum of seven times, using at least three different ways to get the message out. Here are a few helpful thoughts:

- Announce it in the church bulletin.
- Post to your congregation's social media sites.
- Email or send a Constant Contact to people in your congregation's database.
- Put articles in the church's newsletter.
- Have temple talks on Sunday mornings.
- Sing camp songs during Sunday school or during a children's talk.
- Put up posters at the church.
- Put posters in the community at such places as the library, grocery store, shops, etc.
- Run the dates of your Day Camp on cable television community announcements.
- Ask for public service announcements on local radio or television stations.
- Send home extra invites with Sunday School children for their friends.
- Put leaflets in local neighborhoods.
- Hold a lemonade or gift stand outside of the church, handing out camp flyers.
- Buy an ad in the local community newspaper.
- Send an "alert" letter out to the families in the congregation with children in the age group.
- Take a group and pass out fliers and information door to door.

Add your own creative ideas and share them with the Cross Trails Ministry office so that we can pass them along to others! For more information about the summer, check out our website crosstrails.org

If you would like the summer Logo or the QR code as a digital copy to use in other publications your congregation creates, please reach out to our Outreach Director, Jessica, at Jessica@crosstrails.org and she will send a copy for use.



APPENDIX F:

EVANGELISM CHECKLIST

Many congregations utilize their Day Camp as a part of their evangelism plan of action. This is a wonderful tool to introduce new families to the programs of your church. The following are some suggested ways to follow-up on evangelism contacts made with families having children enrolled in the Day Camp program.

- It is important to see the Day Camp program as a tool in your congregation's outreach to the community. By itself, Day Camp is not the answer to evangelism. It must be worked into an ongoing evangelism program of your congregation.
- With the congregation's COVID-19 policies being followed, invite parents of Day Camp participants to the Community Celebration. Campers may also be invited to perform a song of skit from Day Camp on Sunday during worship. For ideas on what you can do on Sundays after day camp, feel free to work with the Outreach Director or Day Camp Director. These two people can provide you with resources to enhance camper interaction in your congregation after the completion of your day camp.
- Within a week after the program ends, send a personalized thank you to each participant. Include in the letter an invitation to church and Sunday school. If possible, have one of the Day Camp participants from your congregation deliver the note in person.
- Invite all the youth to the next Sunday at the church. Have the campers sing. Provide a meal for the congregation.
- Host a party for the volunteers or youth group who helped the following week.
- Two weeks after the Day Camp program ends, members of the evangelism committee or the pastor can make personal contacts with each family. Be sure to invite them as guests to such events as Rally Day or church picnics.
- Phone or written contact can be made with each family a third time after the program has ended. One contact is not enough. Professional marketing tells us we need to hear the message a minimum of three times.
- As soon as you have secured the dates for the following year's Day Camp, make personal contact with those families to invite them to join you again.

