



Cross
Trails
Ministry

2024



Day Camp
Planning Guide





Welcome To Day Camp with Cross Trails Ministry

Your congregation has chosen to embark on one of the best weeks ever! Thank you for choosing Cross Trails Ministry to bring a week of camp to your faith community. Together, with our exceptional summer staff and your local volunteers, we'll team up to create a unique week of community, faith formation and fun.

This Day Camp Planning Guide will have everything you need to plan a successful Day Camp in your congregation. You bring the people and Cross Trails Ministry will take care of almost all the other details. You'll find helpful guidelines and timelines, overview of our program and details of our schedule.

We'll work together through the whole planning process, so that when the week of Day Camp is here you can be confident that this indeed will be one of the best weeks ever for the young people who will come to Day Camp and volunteers who will serve.

As the Cross Trails Program Director, I am here to walk alongside you every step of the way and ensure that we are serving your needs to the best of our abilities. This week of Day Camp will be a valuable shared experience for all - campers, volunteers, congregation and community members. We are praying for you and praying that the experiences had here will strengthen all participants in their relationship with Christ, each other, the church and community.

Please do not hesitate to reach out if I can be of any assistance at any time during the planning process. Thank you for answering God's call to coordinate Day Camp and bring this best week ever to the young people in your community — this week surely will impact their relationship with God and give them lasting memories!

Peace and Grace,
Pastor Katie Wegner
Cross Trails Program Director



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.

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CROSS TRAILS MINISTRY DAY CAMP BASICS

Cross Trails Day Camp is designed to be flexible to the local congregation 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 every Day Camp will contain these basic components.

Program Theme:

Each summer there is a new Biblical focus for the program. Summer 2024's theme is **Discover Faith 365!** This provides a direction for our Bible studies, worships, and other activities. Each day will have its own theme that ties together the overall Day Camp focus for the summer. Refer to Appendix E for this summer's daily themes.

Family Groups:

Each family group consists of up to twelve Day Campers who are all similar in age and two Congregational Volunteers. 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, craft, and worship together throughout their week at Day 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, we cannot guarantee that a guitar player will be sent to your congregation.

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. Material will be presented in a large group format led by the Cross Trails staff and then small group discussions to give opportunity for relationships and faith building.

All Camp:

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 could be a game, carnival, water fun, sports, service project or more.



DAY CAMP BASICS (CONT.)

Water Day (Optional All Camp Activity):

Water Day has been a favorite All Camp activity for many Day Camps across the 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 scheduling when this is best for your local context.

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:

Arts & Crafts - Campers will work on something each day that ties into the theme.

Music - Campers will experience hands on instruments, such as child friendly 8-note hand bells, boom-whackers and stability ball drums. They may even learn a song to play at a camp worship or community celebration.

Nature Activities - God's creation is all around us. Each day we'll spend time exploring the outdoors and learning about a different category of animals.

Games - Games we play are intentionally inclusive and promote group building. Some games are just for fun and some are used to reflect the theme of the day.

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 worships as well as an activity rotation.

Community Celebration:

Campers and staff will share what they learned and experienced during the week through songs, skits, and stories. This is an important time in the evangelical outreach of the Day Camp program and an opportunity to welcome families of children outside the congregation. You can choose to host parents, congregational members, and community members at your community celebration.



DAY CAMP BASICS (CONT.)

Celebration Planning Time:

During afternoon snack, 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. Parents and members of the congregation are invited to share in the celebration of all that was learned and experienced at Day Camp.

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. Morning snack will run concurrently with Bible study and afternoon snack will run concurrently with community celebration planning time. We recommend providing healthy snacks to the children.

Service Project Option:

We encourage 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. These service projects must be arranged with the Cross Trails Program Director at least two weeks before your Day Camp.

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 each. If purchasing for your volunteers, sizes must be submitted to our office by no later than May 15th to guarantee availability and desired sizes.



OVERVIEW OF THE DAY CAMP WEEK

Sunday:

On Sunday, a **MANDATORY** two hour 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. 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 Sunday worship. They could lead a song, do a reading, etc. This must be set up at least one month in advance with the Cross Trails Program 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 Cross Trails Program Director.

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 or Afternoon. Evening schedules are available upon request. Choose the schedule that will work best for your congregation.

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.

- 7:30 a.m. - Staff and volunteers meet and set up
- 8:00 a.m. - Campers arrive, staff lead games and activities, Local Coordinator & DC director check campers in
- 8:30 a.m. - Opening Worship
- 9:00 a.m. - Activity Rotation A
- 9:45 a.m. - Activity Rotation B
- 10:30 a.m. - Full Group Bible Study with snack
- 11:15 a.m. - Activity Rotation C
- Noon - Community Lunch
- 12:45 p.m. - Sing-a-long
- 1:00 p.m. - All Camp Activity
- 1:45 p.m. - Activity Rotation D
- 2:30 p.m. - Family Group Check-in/ Community Celebration Planning/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 and social time with host homes

Schedule Options (cont.)

Half Day Schedule:

The half day 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
- 8:30 a.m. - Activity Rotation A
- 9:15 a.m. - Full Group Bible Study with Snack
- 10:00 a.m.- Activity Rotation B
- 10:45 a.m. - Activity rotation C
- 11:30 a.m. - All Camp Activity
- 12:00 p.m.- Closing worship
- 12:30 p.m.- Campers depart
- 12:45 p.m.- The staff meets with volunteers to straighten up, evaluate the day, and set up/plan for the next day
- 3:00 p.m.- Devotion and Games with Middle School & High School Youth (Optional)
Dinner and Social Time with Host Homes

Afternoon Schedule:

- 8:00 a.m.- Staff Meeting & Prepare for the day
- 8:30 a.m.- Devotion and Games with Middle School & High School Youth (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
- 1:00 p.m. - Activity Rotation A
- 1:45 p.m. - Full Group Bible Study with Snack
- 2:30 p.m.- Activity Rotation B
- 3:15.m. - Activity Rotation C
- 4:00 p.m. - All Camp Activity
- 4:30 p.m. - Closing Worship
- 5:00 p.m.- Campers depart
- 5:30 p.m.- The staff meets with volunteers to straighten up, evaluate the day, and set up and plan for the next day
Dinner and Social Time with Host Homes

***For half day schedules, campers will do Craft and Music activity rotations every day. Nature, Games and Puppet activity rotation frequency can be determined by the local coordinator.*

"Evening schedules are possible too!"



CROSS TRAILS MINISTRY RESPONSIBILITIES

Cross Trails Ministry staff will...

1. **Work to meet the needs of your congregation and community.** With your local coordinator we will help to make the program meet your community's needs and goals and assist with planning every step of the way. If requested, the Cross Trails Program Director can meet via Zoom to talk through specifics of your site.
2. **Provide staff.** Our quality, trained, Christian staff, will implement your Day Camp program and work with your campers and volunteers.
3. **Provide all program materials.** All craft, recreation, and teaching materials are included.
4. **Provide the registration link.** A registration link and QR code to pass out to families to register their campers will be provided. **Campers and volunteers will register through our online registration system.**

Cross Trails Ministry will provide the local coordinator a link to all registrations that are made by individuals. All camper's parents/guardians must fill out their own registration online.

Please DO NOT make your own registration materials.

5. **Train volunteers.** A two-hour volunteer training and orientation for all volunteers working directly with the children will be provided on the Sunday before your Day Camp begins.
6. **Host a Community Celebration.** A "community celebration" involving the campers can be presented for parents/guardians. Optionally, you may choose to allow invite your congregation/community to attend.
7. **Provide camper memorabilia.** Cross Trails Ministry will provide t-shirts and water bottles for the campers.
8. **Provide sample publicity ideas.** In the appendices, there are ideas for how to advertise and promote your Day Camp.
9. **Provide two staff meals each day and staff transportation.** Staff can have their own breakfasts and lunches unless the local congregation would like to provide all meals. The staff will have a single vehicle to drive during their stay.
10. **Help with First Aid needs.** The Cross Trails 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 campers.
11. **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 Cross Trails Program Director.
12. **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:

COMPLETE THE FOLLOWING AS SOON AS POSSIBLE:



Secure a Local Coordinator

This is the one point person between Cross Trails Ministry and the congregation. They will work closely with volunteers and Cross Trails Ministry staff. Local Coordinators will be onsite and available during the entire Day Camp. They are responsible for completing or delegating the tasks on the congregation's responsibility checklist. Please email the name and contact information for the Local Coordinator to katie@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 lead and assist at Day Camp.
- Be at Day Camp each day to answer questions and handle any 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 and provide valuable feedback to Cross Trails Ministry.



Secure Congregational Volunteers

A Congregational Volunteer can be an adult or a young person 14 years or older.

- **Family group volunteers** will supervise each family group of campers. For each group of 12 campers, there needs to be 2 congregational volunteers that are the supervision for this camper group. One of these two volunteers must be 16 years of age or older and the 2nd must be 14 years of age or older. They will provide the leadership and supervision of the campers during the Day Camp. Training will be provided at the Sunday volunteer training.

- **Activity rotation volunteers** will lead part of the Day Camp curriculum such as crafts or puppets/games. All curriculum and materials will be provided. Training will be provided at the

Day Camp Volunteers Needed		
Day Camp Size	Family Group Volunteers	Activity Rotation Volunteers
24 campers reserved	4	0
36 campers reserved	6	1
48 campers reserved	8	2
60 campers reserved	10	2

Sunday volunteer training.

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 Congregational Volunteers is crucial to the success of your Day Camp. See Appendix D for a volunteer job description of roles and responsibilities.

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

COMPLETE THE FOLLOWING AS SOON AS POSSIBLE: (CONT.)



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. The following are some ideas of additional volunteers that may be needed during your day camp week. In many cases the Local Coordinator can often complete these tasks for small Day Camps.

- Kitchen Volunteers

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

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. Cross Trails staff will develop the program.



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. If not possible, please make sure that no more than two locations are used.

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. Arrangements for housing are needed from Sunday night through Thursday night. Each Day Camp will be staffed by three Cross Trails Ministry staff. The gender breakdown of those staff cannot be determined until the week before your Day Camp.



Submit Check Request

Full Payment for your Day Camp is due May 15th. Submit your check request in plenty of time to meet this deadline.



COMPLETE THE FOLLOWING TASKS AT LEAST 8 WEEKS BEFORE:



Schedule a Planning Meeting via Zoom with the Cross Trails Program Director (Optional) Pick a couple of dates and times and coordinate with the Cross Trails Program Director a time to meet before your Day Camp week. This will allow for Local Coordinators and the Cross Trails Program 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.

We encourage Pastors to be part of this call if they are not serving as the Local Coordinator.



Publicize Day Camp

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



Notify Day Camp Volunteers of Training

This two hour training is scheduled on the Sunday before Day Camp begins. It is important that the volunteers have been informed and understand their responsibilities before they are introduced to campers and parents. Volunteers will need to know policies, their role responsibilities and be able to be familiar with basic questions about the Day Camp program. They will also need to know to whom to refer questions to.



Schedule a Summer Check-in Call During Your Day Camp Week (Mandatory)

Pick a time on Tuesday or Wednesday of your Day Camp week that the Local Coordinator can call the Cross Trails Program Director. This is a time for the Cross Trails Program Director to check in with the Local Coordinator and review how the Day Camp week is going.

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

COMPLETE THE FOLLOWING TASKS AT LEAST 6 WEEKS BEFORE:



Share the Registration Link

Publicize the registration link and set up a payment collection system. This could be the responsibility of the Local Coordinator or it could be delegated to another volunteer or church administration. All campers need to be registered and have their release forms filled out online by their parent/guardian by 12 noon on the Wednesday prior to Day Camp.



Campers register by using our online camp registration system, CampBrain. Individual camper registration information will be shared with the Local Coordinator via a spreadsheet provided from our Office Manager and Registrar. This is updated frequently during the registration process so you can see up to date information about who is registering for your Day Camp. Please do not make your own registration materials.

Individual camper payment is made through the congregation. Due to the varied ways that congregations handle registration fees, Cross Trails does not collect individual camper registration fees for Day Camp. If there is a charge to attend, each congregation should determine how payment is collected, how much the fee is and when payment is due.

See Appendix B for an easy to reproduce registration flyer. You can make copies of these to pass out for registration or direct folks to <https://crosstrails.campbrainregistration.com/> If congregations would like a digital copy of this QR code or an editable flyer, please contact katie@crosstrails.org.

Walk-up registration is not possible the week of your Day Camp.

The registration deadline for campers is the Wednesday prior to your Day Camp at noon.

At least 12 campers must be registered by this deadline.

COMPLETE THE FOLLOWING TASKS AT LEAST 2 WEEKS BEFORE:



Finalize Daily Schedule

The Cross Trails Program Director will call the Local Coordinator two weeks prior to the scheduled day camp to finalize schedule as well as to answer any last minute questions. Cross Trails Ministry provides a Day Camp schedule that we have found works well for most congregations. For schedule options refer to pages 6 & 7. If you wish to make changes to any of the schedules please contact the Cross Trails Program Director.



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 snack time and lunch times. Please also 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 Cross Trails Program Director.



Designate Day Camp Storage Area

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



Determine Emergency Plans

Your congregation is responsible for emergency plans regarding fire, weather and an intruder. Please select a safe meeting location for fires, safe spaces for sheltering from weather and a plan for intruder emergencies.



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. Please turn in as many volunteer sizes as possible by May 15th with your final payment so accurate orders can be placed and sizes guaranteed.





Reminder!

We want your volunteers to join in on the T-shirt fun!

Volunteer shirts are \$10 each. Volunteers can decorate a shirt alongside campers at Day Camp, but they must purchase a shirt. The cost for volunteer shirts will be added to your congregations total invoice.

To guarantee availability and desired size we will need volunteer t-shirt sizes no later than May 15th.

We do realize that this date is early for some to determine who your volunteers are and what sizes they want. Due to shipping constraints, we cannot delay this date any further. Thanks for your understanding.



COMPLETE THE FOLLOWING TASKS BY THE WEDNESDAY BEFORE:



Verify with Cross Trails Program Director Final Day Camp Numbers and Details

The Cross Trails Program Director will call the Wednesday before your Day Camp to confirm your camper numbers and other site details. Please be aware that you will not be able to add campers beyond what you originally booked. 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 Cross Trails Program 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 incurred 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 katie@crosstrails.org or info@crosstrails.org

COMPLETE ON THE SUNDAY BEFORE DAY CAMP DAY CAMP BEGINS:



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. This is the time to share your “go/no-go” areas” and show them the designated storage area for Day Camp materials.



Participate in Mandatory Volunteer Training

Provide a space and time where the Day Camp Director can provide training for all Day Camp volunteers. This training is mandatory for any volunteers working directly with campers.



Review Participant List with Day Camp Director

The Day Camp Director will have a comprehensive list of campers and volunteers. Please note any special needs or concerns that you know of. The Day Camp Director will be familiar with registrations Sunday morning prior to their arrival at your church. Registration the week of Day Camp is not possible. Registration closes the Wednesday prior to your Day Camp at noon.

COMPLETE THE FOLLOWING TASKS EACH DAY OF DAY CAMP:

- ☐ **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. 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.
- ☐ **Meet with Staff Daily**
Meet with the Day Camp staff at the meetings before the day begins and after the day ends.

COMPLETE THE FOLLOWING TASKS ON THE LAST DAY OF DAY CAMP:

- ☐ **Collect and Turn in Evaluations**
Evaluations 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 and help collect forms from other volunteers.
- ☐ **Pay Any Remaining Balance Due**
Full payment should have been made by May 15th, but if there were added campers or agreed adjustments with the Cross Trails Program Director, give a check for the balance due for your Day Camp to the Day Camp Director.

COMPLETE THE FOLLOWING TASKS AFTER DAY CAMP IS OVER:

- ☐ **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 Cross Trails Program Director with any information, joys or concerns 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. Keep inviting campers and their families to opportunities to be involved in the life of your community of faith!
- ☐ **Pray for the campers who came to Day Camp!**



APPENDIX A: 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 extensive training in behavior management. 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.

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.

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 Cross Trails Program Director.

- 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 escalation of this plan can occur.

- 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 Cross Trails Program Director to develop their own plan of action. The behavior management plan will be reviewed with the Cross Trails Program 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 B: CAMPER REGISTRATION

Camper registration is completed in our CampBrain registration system. We ask that you direct parents/guardians to the following web address or the QR code that is provided to register their camper.

<https://crosstrails.campbrainregistration.com/>



The registration process for parents/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 2024.
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 for Day Camp campers. If congregations have a fee in place, campers will need to pay the church directly for their week at Day Camp. It is up to the local congregation to determine how payment will be collected. We suggest that congregations who 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 on a waitlist, 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 and reconcile payments.

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/guardians.

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 the Local Coordinator's information, please contact the Cross Trails Ministry office.

The following page is a reproducible flyer. You are welcome to pass it 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 katie@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.**

- **12 campers must be registered by 12 noon on the Wednesday prior to your Day Camp. That date and time is also the registration deadline for your Day Camp. Week of registration is not possible for Day Camp.**

Please also register any volunteers that will be working directly with campers using the same CampBrain system.





Register for DAY CAMP!!

Our church is partnering with Cross Trails Ministry to offer Day Camp and you're invited!

1. Scan the QR Code or type in the following link:
(<https://crosstrails.org/congregational-day-camp/>)
2. Create an account or sign in to your account.
3. Register your camper under 'Day Camp 2024'
& our church's name.
4. Contact our church office for payment information.



We look forward to having you join us this year!



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APPENDIX C: DAILY RELEASE SIGNATURE LOG & ABSENTEE VERIFICATION

The first 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 Cross Trails Program Director for accurate counts.

The second 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.



Daily Release Signature Log

[illegible]

APPENDIX D: CONGREGATIONAL VOLUNTEER JOB DESCRIPTIONS

Responsibilities of the Family Group Volunteers are as follows:

- Be dedicated to working with others in a Christ-centered ministry. Be available to help in ways that best serves the ministry.
- Should be 14 years of age or older and be able to model good behavior.
- Attend the required training event on the Sunday before Day Camp begins and attend daily meetings in the morning and afternoon. Attend the entire Day Camp day unless other arrangements are made.
- Be able to work and play enthusiastically alongside the Day Camp staff to serve campers and the congregation.
- Stay with and supervise the family group in all activities throughout the day.
- Practice positive behavior management and assist staff/other volunteers during the Day Camp day.

Responsibilities of the Activity Rotation Volunteers are as follows:

- Be dedicated to working with others in a Christ-centered ministry. Be available to help in ways that best serves the ministry.
- Should be 18 years of age or older and be able to model good behavior.
- Attend the required training event on the Sunday before Day Camp begins and attend daily meetings in the morning and afternoon. Attend the entire Day Camp day unless other arrangements are made.
- Lead the craft activity rotation and/or the games/puppet activity rotation using the curriculum and materials provided by Cross Trails Ministry. For a full day schedule, this activity would be led for 4 sessions. For a half day schedule, this is led 3 times.
- Be able to work and play enthusiastically alongside the Day Camp staff to serve campers and the congregation.
- Practice positive behavior management and assist staff/other volunteers during the Day Camp day.

Responsibilities of the Health/First Aid Provider

- Trained to administer first aid.
 - Transport young people to the hospital/urgent care in an emergency.
 - Administer any daily medications to children.
 - Be on site during the Day Camp hours.
 - Know emergency plans and coordinate crisis management.
- Cross Trails staff are not allowed to give medication of any kind to children or to transport children. The Day Camp director can assist with first aid, however, Cross Trails Staff are not responsible for nor will be equipped with first aid supplies.*



APPENDIX E: BIBLE STUDY DAILY THEMES

Discover Faith 365		
Day	Title	Daily Objectives
Monday	Advent: Discover Waiting Christmas & Epiphany: Discover Christ	<ul style="list-style-type: none"> Identify the meaning and traditions of the season of Advent. Explore how waiting and preparing is important work in Advent and in life. Introduce the Bible and how to use it. Create a covenant together with family groups. Identify the meaning and traditions of the seasons of Christmas & Epiphany. Consider how we welcome and celebrate Christ in our daily lives. Learn how to use the gifts we have in our lives right now and how we reveal those to others.
Tuesday	Lent and Holy Week: Discover Forgiveness	<ul style="list-style-type: none"> Identify the meaning and traditions of the season of Lent. Explore Lenten faith practices that help us recognize and reflect on sin and our relationship with God. Explore the story of Holy Week, from the celebration of Palm Sunday to the despair of Good Friday and the hope of the Easter Vigil.
Wednesday	Easter: Discover New Life	<ul style="list-style-type: none"> Identify the meaning and traditions of the season of Easter. Learn about the power of Christ that overcomes any separation between us and God. Explore how we respond to the new life Christ grants us: living a life of love for all of God's children.
Thursday	Pentecost: Discover Community	<ul style="list-style-type: none"> Identify the meaning and traditions of the season of Pentecost. Learn what bonds us together as a community of believers. Explore how our community of God's children on earth reflects what Jesus taught us.
Friday	Ordinary Time: Discover Faith 365	<ul style="list-style-type: none"> Identify the meaning and traditions of the season of ordinary time. Explore faith practices that help us grow our faith in all seasons. Explore how God calls us to go into the world to bring people together, inviting them to experience the good news of God's love.

**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 F: PUBLICITY & PROMOTION IDEAS

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 or make a verbal church announcement.
- Post to your congregation's social media sites.
- Email 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 and out in the community at places like the library, grocery store, shops, local day cares, etc.
- 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.
- Ask to leave information about your Day Camp with local faith-based preschools.

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 with a registration link as a digital copy to use in other publications your congregation creates, please reach out to our Cross Trails Program Director, Rev. Katie Wegner, at katie@crosstrails.org.



APPENDIX G: EVANGELISM CHECKLIST

Many congregations utilize their Day Camp as a part of their evangelism and community outreach. This is a wonderful tool to introduce new families to the programs and people of your church. The following are some suggested ways to follow-up on contacts made with families who had a camper 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 mindset and program of your congregation.
- Invite parents of Day Camp participants to the Community Celebration. Intentionally welcome them and connect with them.
- Invite parents to stick around after drop off and have coffee with the Pastor or other congregational leaders.
- Within a week after the program ends, send a personalized thank you to each participant. Include in the letter an invitation to worship and Sunday school. If possible, have one of the Day Camp participants from your congregation deliver the note in person.
- Invite all the campers and volunteers to the next Sunday at the church and have the campers sing a favorite song or share a skit of something they learned in Bible study. For ideas on what you can do on Sundays after day camp, feel free to work with the Cross Trails Program Director who can provide you with resources to enhance camper interaction in your congregation after the completion of your Day Camp.
- Host a meal at your congregation for campers and volunteers. Invite campers and volunteers to share about their week of Day Camp and what it meant to them.
- 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.

