

Crossways Camping Ministries 2009 Day Camp Contract

Date of Day Camp:

Expected number of campers (arrived from last years numbers):

Number of adult volunteers Crossways expects to participate from your congregation: 3

Contract Information

- The total fee is determined by the actual number of campers attending

First 25 campers	\$1,400.00
Each additional camper	\$25.00
Transportation costs to and from the church and within the local community	.05¢ less than the IRS rate in effect at time of DC
Additional counselor when necessary and available	\$100.00

- Deposits:

January 5: \$300 due *(Non-refundable and non-transferable immediately)*
March 1: \$300 due *(Non-refundable and non-transferable after April 15th)*
June 1: \$300 due *(Non-refundable and non-transferable after June 1st)*

Remaining Balance (dependent on the number of children in attendance):
 Due the week of your Day Camp

- If there are fewer than 25 campers, the congregation agrees to pay the required minimum amount of \$1,400, which includes the deposits, to fulfill its financial obligation to Crossways.
- Cancellation Policy:** Cancellation of this contract results in forfeiting the initial \$300 deposit due January 5th. Cancellation of Day Camp after April 15th results in forfeiting two deposits of \$300 due January 5th and March 1st. If a congregation cancels after June 1st, it agrees to pay the required minimum amount of \$1,400, which includes the deposits, to fulfill its financial obligation to Crossways.

Partnership Information

The Congregation Will Provide:

- Housing and meals for camp staff.
- A Congregational Coordinator who is responsible for deposits, receiving mailings, and planning year-round and is present each day at Day Camp to work with the Camp Coordinator provided by Crossways.
- Three additional adult volunteers to work in an age grouping with the counselors and youth volunteers finishing tenth grade and older.
- Pre-planning of three afternoon activities. The camp staff will be present to help lead and support the event.

5. Risk management, including:
 - a. Insurance - to cover any use of the church facilities and to cover potential liability involved in the co-sponsorship of the Day Camp
 - b. An emergency procedures plan (an outline will be provided.)
 - c. An adult driver and car available at all times during the day camp to provide any emergency needs.
6. Registration, permission slips for off-site activities and health forms for each camper.
7. A daily mid-morning snack for the campers and camp staff.

Crossways Camping Ministries Will Provide:

1. A Day Camp experience for children who have finished 1st through 6th grade.
2. Three to four trained staff members, including a trained Camp Coordinator who will provide direction, support and leadership during the week of Day Camp. Camp staff are available from Sun., 5 pm, through Fri., 1 pm.
3. A Day Camp Director available year round to provide programmatic support, to answer your questions, or to meet with your congregation.
4. Materials, including: Bible study curriculum, Arts & Crafts curriculum, Arts & Crafts supplies, music, and some recreation equipment.

Explanation of Partnership Agreement

The Congregation Will Provide:

The Site

Church facilities are often used for Day Camp, although park facilities that meet the expectations can also be used. Expectations of the site include adherence to the risk management plan, adequate space for recreation, safe outdoor space, and immediate access to shelter, telephone, restrooms, and running water.

Housing and meals for camp staff

The camp staff are usually housed in homes of congregational members. It works best if same sex staff are housed together, close to the Day Camp site *and* close to the other camp staff. Housing expectations include privacy, a separate bed for each staff member. Environmental allergies are on the rise. **Please find homes free of smoke and pets to alleviate scheduling problems later.**

The host family typically provides breakfast and a sack lunch for the staff. Other congregational families can host the staff for dinner, which is a great opportunity for more members to get to know staff on a personal basis. Vegetarian and other food concerns will be given a few weeks in advance to the congregation.

Church Leadership

A local Congregational Coordinator, adult volunteers, and youth volunteers ensure the success of Day Camp. The Congregational Coordinator has year-round responsibilities, including sending deposits, receiving mailings, promotion of the day camp, and planning of the day camp. The Congregational Coordinator is expected to be present each day of Day Camp to work with the summer camp coordinator provided by Crossways.

Adult volunteers develop relationships with youth in your church. ***One adult is expected to be present in each age group.*** All adult volunteers must have completed high school.

Youth are eligible to volunteers if they have finished **10th grade**, have gone through training, are willing to work, and are excited about providing a faith experience to younger children. ***One youth is invited to be present in each age group.***

Risk Management

- The church provides insurance to cover use of the church facilities and to cover potential liability involved in the co-sponsorship of the Day Camp.
- The church adapts a risk management and emergency procedures plan from an outline provided by Crossways, to reduce and eliminate risk
- To provide for any emergency needs a driver and a car must be available during day camp. Crossways staff may not, under any circumstances, transport campers or volunteers.
- A report of all accidents occurring during Day Camp will be given to Crossways.

Forms and Information

- The Congregational Coordinator or appointed person shall register the youth before the program begins, collect the fees, and ensure each youth brings a completed health history and permission slip to Day Camp.
- Registration, permission slips for off-site activities, and health forms for each camper must be on file during Day Camp.

Afternoon Activities

Unless pre-arranged, the church is responsible to make arrangements for 3 of 4 afternoons, Monday through Thursday. Crossways will provide programming for *WaterDay* during one of the four afternoons. The camp staff will be present to help lead and support every afternoon activity.

Publicity

The Congregational Coordinator or appointed committee will publicize the Day Camp within the congregation and community. Sample promotional aids will be provided.

Snack

The congregation provides a daily snack for the campers and camp staff.

Crossways Camping Ministries Will Provide:

Staff

Three to four trained staff members are available from Sunday, 5 pm, through Friday, 1 pm, to lead your congregation in Day Camp. This staff includes a trained summer Camp Coordinator who will provide direction, support, and leadership to the other counselors during the week of Day Camp.

Congregational Training

A Day Camp orientation and training may be requested for Congregational Coordinators and volunteers during the spring. Please call to make an appointment for a personal visit.

Curriculum and Materials

An age appropriate Bible study theme and curriculum are provided. The curriculum package includes the Bible study curriculum, Arts & Crafts curriculum, Arts & Crafts supplies, and Day Camp programmatic support, available year round.