



2009 YOUTH CAMP REGISTRATION HANDBOOK

*Junior, Junior High, High School Winter & Summer Camps
Effective December 1, 2008*

Changes since last edition of this handbook have been highlighted in red.

Table of Contents

	Page
Planning Check List.....	2
Section 1 Group Sign-ups.....	3
Section 2 Contracts	3
Section 3 Adjustments to Contracts and Cancellations.....	3-4
Section 4 Promotion and Packaging	4
Section 5 Final Data Packet	4-5
Section 6 Grade Divisions.....	5
Section 7 Arrival & Departure	6
Section 8 Camper-Counselor Ratios	7
Section 9 Counselor Requirements.....	7
Section 10 Counselor Fees.....	8
Section 11 Information for Parents.....	8
Section 12 Campers with Special Needs.....	9
Section 13 Scholarships (Financial Assistance)	9

Forest Home - Registration

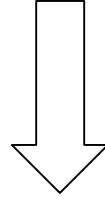
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PLANNING CHECK LIST – FOR A SUCCESSFUL CAMP!



BY WHEN
*(put your
deadlines here)*

The following checklist may be helpful.

__ 1. Has a contract been requested for this year? If not, contact Forest Home for available openings. (909) 389-2300	
__ 2. Return the signed contract with a deposit by the due date. (printed on contract)	
__ 3. Outline your program for promotion, transportation, counselor training and sign-up dates.	
__ 4. Note important deadlines for contract reductions, returning medical consent forms, final count form, and final payment.	
__ 5. Establish counselor selection and training.	
__ 6. While arranging transportation, note arrival and departure times.	
__ 7. Distribute brochures, medical forms and other information to parents.	
__ 8. Ensure your group representative knows what is needed from them on arrival.	
__ 9. Come up to Forest Home and have a great time!	
__ 10. Return the Rebooking Response Form to Forest Home to reserve spaces for next year.	

Planning & meeting your deadlines will
reduce your stress and make for a
wonderful camp experience.

1. GROUP SIGN-UPS

- a. Returning churches have the opportunity to request spaces in the same camp for comparable dates the following year. **We will do our best to meet the requested dates and number of spaces from year to year.**
- b. A Rebooking Form, sent to each group contracting space, indicates your interest for the following year.
- c. ***Rebooking Forms are due back by the deadline date printed on each form (typically 3 weeks after date of issue).*** After these deadlines, any group without spaces may request bookings by phone, fax or mail.

2. CONTRACTS

- a. Group rates are for eight (8) or more paid guests; *including counselors**.
*Except Ojai Valley where counselors come free at a ratio of 1:7 for boys and 1:9 for girls.
- b. Your reservation is secured by a contract. This contract is a two-way agreement. The “Guaranteed Total Attendees” is your group’s obligation of how many campers and counselors you will bring and pay for. NOTE: A contract cannot be reduced to less than eight (8) guests.
- c. Contracts are to be signed **only** by the Business Administrator or the Senior Pastor.
- d. A **non-refundable** deposit of 10% of the total amount is required.
- e. Your group is financially responsible for its contracted minimum. Your unfilled spaces **may only be forgiven in part or in full if Forest Home is able to resell your space prior to your arrival.** Contact your Forest Home Registrar immediately when you suspect you will be short of your contract.
- f. **Full payment of contract is due 2 weeks before start date of camp.** Deposits are applied to the final bill. Late fees and finance charges **will be** assessed to contracts that have late payments or late Final Count Forms. (see Section 5D).

3. ADJUSTMENTS TO CONTRACTS AND CANCELLATIONS

- a. Contact a Registrar before deadlines to adjust reservation and obtain a rewritten contract.
- b. **Cancellation Deadline:** Contracts may be canceled or numbers reduced until March 1st for summer conferences and October 1st for winter conferences, however deposits are forfeited. The full contract amount is due if a cancellation is made after this deadline.

- c. After the Cancellation Deadline, contracts may be further reduced by no more than 10% up to 45 days prior to a conference (see Section 2E).

4. PROMOTION AND PACKAGING

- a. Grab some new ways to get your kids to camp from the “45 Ideas” brochure. (Available online at www.foresthome.org/forms)
- b. Use the flyers we provide – write your dates and rates on them. (Remember to figure in your counselor fee and transportation). Distribute to students and families (include in church newsletter). Have ample lead time for your promotion efforts.
- c. Show appropriate video from Forest Home promotional DVD at your youth group meeting or promote in main service. Contact us if you need a new DVD.
- d. Require non-refundable deposits and prepayments to ensure firm commitments.
- e. Contact Forest Home if you find yourself needing assistance in reaching your contract numbers. We may have some unique ideas to help you achieve your goal.
- f. Verify arrival and departure times with your drivers or charter transportation.
- g. Forest Home’s Youth Camps have been designed to encourage community, continuity of activities and spiritual emphasis throughout the conference.
Therefore, we have a closed campus policy and do not have resources to accommodate day-only guests.

5. FINAL DATA PACKET

After your contract and deposit are processed, you will receive a packet of information.

- a. What the packet includes:
 - i. Promotional Brochures
 - ii. Posters
 - iii. Video



All other registration forms such as Financial Aid forms, Youth Registration and Medical Consent forms, and many more can be downloaded from our web site under "Forms Central" or by going to www.foresthome.org/forms

If you are unable to download the forms needed for camp, please contact the Registration office at (909) 389-4401 and we will send you a hard copy of the forms needed.

I M P O R T A N T !

- b. **TWO (2) WEEKS PRIOR TO CAMP**, Forest Home requires the following:
- i. **Full payment** less deposit with a **separate check FOR EACH CAMP**.
 - ii. Final Count Form: list campers **by gender & name** (*designate counselors*).
 - iii. Registration & Medical Release Forms: submit one for each camper.
Registrants without a signed release form can not attend camp.
 Special Needs Permission Forms are required a week earlier (see Section 12B)
- c. Housing assignments are made from the above information. We reserve the right to house campers to best suit conference needs. (see Section 8D)
- d. A **10% late charge** may be assessed if your **Final Count Forms** are not in our office two weeks prior to the start date of your camp. **Balances not paid in full by the last day of the conference will be assessed a finance charge of one percent (1%) of the outstanding balance for every month the balance goes unpaid. This policy will be strictly enforced.**
- e. You are financially responsible for the total number on the final contract and you can expect to be charged for any no-shows the day of camp.

**Avoid
Late Fees**

6. GRADE DIVISIONS

Grade In Fall for summer camps	SUMMER CAMPS						WINTER CAMPS		
	Indian Village	Adventure Mountain	Creekside	Lakeview	Ojai Valley Junior High	Ojai Valley High School	Junior Winter Camp	Jr. High Winter Camp	Sr. High Winter Camp
3 rd	✓								
4 th	✓						✓		
5 th	✓	✓					✓		
6 th		✓					✓		
7 th			✓		✓			✓	
8 th			✓		✓			✓	
9 th				✓		✓			✓
10 th				✓		✓			✓
11 th				✓		✓			✓
12 th				✓		✓			✓

⇒⇒ 3rd graders may no longer attend Junior Winter Camp

⇒⇒ 5th graders may choose to attend Indian Village or Adventure Mountain.

⇒⇒ 6th graders are recommended to attend Adventure Mountain.

⇒⇒ 9th graders may only attend High School camps.

⇒⇒ Graduates may not attend High School Camp

College Briefing

For high school graduates and collegians.

7. ARRIVAL & DEPARTURE

- a. Arrival times:
 - i. Winter Camp check-in begins at 5:00 p.m.
 - ii. Summer Camp check-in begins at 3:00 p.m.
 - iii. Please do not plan to arrive before check-in time.

- b. Where to check in at arrival: *(subject to change)*
 - i. High School Camp – Mill Creek Canyon
 - 1. Summer check-in is at Lakeview parking lot kiosk.
 - 2. Winter check-in is in the Forest Center drive-through kiosk.
 - ii. Junior High Camp - Mill Creek Canyon
 - 1. Summer check-in is at Creekside’s Mountain View Hall.
 - 2. Winter check-in is at the Forest Center drive-through kiosk.
 - iii. Junior Camps - Mill Creek Canyon
 - 1. Summer check-in
 - *Indian Village is at the parking lot located behind Hormel Hall, near family camp check-in. Use main bus parking lot.
 - *Adventure Mountain check-in is at the kiosk above Adventure Mountain parking lot.
 - 2. Winter check-in is at Creekside’s Mountain View Hall.
 - iv. Ojai Valley - All Camps
 - 1. Summer check-in is in the lower parking lot.

- c. How to check in after arrival:
 - i. Please leave luggage and students in vehicles until you have checked in and received your cabin assignment.
 - ii. One person, preferably the Youth Pastor or Director of Christian Education, should check campers in.
 - iii. The person responsible for check-in, needs to know the exact number of campers and counselors, and their names. (They will sign a statement).
 - iv. The person responsible for check-in should arrive shortly before your campers. No housing assignments are provided until the person in charge has checked in and all medical release forms are confirmed in.
 - v. With the large number of guests we serve, we must require campers to occupy their assigned rooms. The person checking in the group is responsible for helping to see that this guideline is followed.

8. CAMPER-COUNSELOR RATIOS

a. Ratios apply to male counselors for boy campers and female counselors for girl campers.

b. During the **summer** camps, ratios should be:

- i. Indian Village – 1 to 7 Girls / 1 to 7 Boys
- ii. Adventure Mountain – 1 to 7 Girls / 1 to 7 Boys
- iii. Creekside – 1 to 9 Girls / 1 to 9 Boys
- iv. Lakeview – 1 to 7 Girls / 1 to 11 Boys
- v. Ojai Valley – 1 to 9 Girls / 1 to 7 Boys

**How many
counselors will
you need?**

c. During the **winter** camps, ratios should be:

- i. Junior Camp – 1 to 9 Girls / 1 to 9 Boys
- ii. Junior High Camp – 1 to 11 Girls / 1 to 11 Boys
- iii. High School Camp – 1 to 11 Girls / 1 to 11 Boys

d. Requests for housing and camper-counselor distribution are usually met.

Forest Home reserves the right to make assignments balancing multiple needs and requests. Churches may be required to share cabins with other church's students and counselor, sometimes adjusting stated, preferred camper to counselor ratio (see Section 8B, C).

9. COUNSELOR REQUIREMENTS

As a rule, arrange for counselors who are at least five years older than the children being counseled.

These are minimum guidelines for counselors:

- a. Junior Camps – 16 years of age and at least a mature sophomore in high school. We recommend 18 years or older.
- b. Junior High Camps – 18 years of age and at least a mature senior in high school.
- c. High School Conferences – 21 years of age or at least a mature sophomore in college.

Requirements of a good counselor are:

- a. Spiritual dedication.
- b. Love for the Lord.
- c. Love for young people.
- d. The ability and willingness to follow camp leadership.
- e. The insight to help a camper or to find someone who can.

Remember Why We Require Counselors:
So students can receive follow-up. This is one key to lasting decisions after camp.

*Please keep in mind that your counselors may counsel campers from other churches. These campers need to be included as part of your group.

10. COUNSELOR FEES

- a. Campers and counselors pay the same rate, except at Ojai Valley where counselors come at no charge according to the set camper to counselor ratio number.
- b. An “un-counseled camper fee” is charged for each camper not covered by a counselor. Those fees are:
 - i. Junior Winter Camp - \$47 per un-counseled camper
 - ii. Junior High and High School Winter Camp –
\$47 per un-counseled camper for a 2 night weekend
\$57 per un-counseled camper for a 3 night weekend
 - iii. Summer Camps - \$113 per un-counseled camperImmediately notify your registrar if you know you will be short counselors.
- c. An “extra counseled camper fee” is credited to your bill if you counsel other campers. Those credited fees are:
 - i. Junior Winter Camps - \$42 per extra counseled camper
 - ii. Junior High and High School Winter Camp –
\$42 per extra counseled camper for a 2 night weekend
\$52 per extra counseled camper for a 3 night weekend
 - iii. Summer Camps - \$100 per extra counseled camper

11. INFORMATION FOR PARENTS

Please be sure parents...

- a. Receive a brochure of the camp, which provides information on what to bring.
- b. Are given information on the starting and ending times of camp so there are no early arrivals or children left waiting after camp closes.
- c. Review, fill out and return Registration & Medical forms to your Youth Director.
- d. Write letters during the summer:
Encourage parents to write to their campers (allowing at least 2 days for delivery)
Use the following address for camps located in Mill Creek Canyon:
Camper’s Name
Camp Dates
Area of Camp (Indian Village, Adventure Mtn., Creekside or Lakeview)
Forest Home
Forest Falls, CA 92399

Use the following address for camps located in Ojai Valley:
Camper’s Name
Camp Dates
Forest Home – Ojai Valley
655 Burnham Road
Oakview, CA 93022


12. CAMPERS WITH SPECIAL NEEDS

- a. Forest Home does, with certain stipulations, accept youth with physical, mental or emotional difficulties in its program.
- b. With concern for the individual in the context of our terrain, altitude and program involvement, advance notice must be given.
 - i. A special needs medical consent form should be submitted at least three (3) weeks before camp. (Available online at www.foresthome.org/forms)
 - ii. Participation approval is made by the program leadership.
 - iii. Examples of “special needs” are: chronic asthma, bleeding/clotting disorders, cardiac problems, diabetes, emotional handicap, epilepsy, nervous disorder, physical handicap, seizure disorder or requires injections.
- c. Parents must **contact our camp nurse** (909) 389-4326 prior to camp **if their student requires injections**. Doctor’s order required.
- d. Note paragraph on Medical Consent Form regarding medications to be administered to students while at camp. Help parents to comply with these conditions. Students and counselors are not permitted to possess medications of any kind. Medicines can not be administered unless these conditions are met.
- e. Dietary needs must be planned one (1) week in advance by contacting our Food Service Department. (909) 389-2270.

13. SCHOLARSHIPS (FINANCIAL ASSISTANCE)

- a. Financial assistance is up to one-half the contracted camp fee and is ***authorized on an individual basis only***. Assistance forms are available online at www.foresthome.org/forms
- b. There are three criteria for financial assistance consideration:
 - i. To encourage a non-Christian to attend camp when their own finances would not allow them to do so.
 - ii. To assist a Christian in financial need.
 - iii. To serve a person with a deep spiritual need who would not otherwise attend.
- c. ***Financial assistance requests need to be submitted six (6) weeks prior to camp with the following:***
 - i. Name, address and phone number
 - ii. A brief paragraph justifying the need
 - iii. Are they a prior financial assistance recipient?

**LAST MINUTE
SCHOLARSHIP
REQUESTS WILL BE
CONSIDERED, IF
POSSIBLE.**

 ***All registration forms can be downloaded from our web site, www.foresthome.org, under "Forms Central" or by going directly to www.foresthome.org/forms***