

LUTHERLYN DAY CAMP

2016

PHILOSOPHY

Day Camp is a unique blend of outdoor ministry and congregational ministry. In this joint effort between Lutherlyn and local congregations, camp will provide the program elements (staff, schedule, supplies, curriculum and resources) and the congregations will provide volunteer helpers as needed, services, public relations, and involvement in the program as arranged by the director with the congregation's coordinator. Day Camp is an evangelical summer ministry that targets church and community youth who will be entering grades one through five the following fall.

PURPOSE

The purpose of Day Camp is to provide congregations with a quality Christian outdoor ministry experience with a strong evangelism and outreach component at their site. While we hope to get young people excited about camping, our bigger priority is to get them involved in congregational ministry. Congregational involvement in this joint venture is extremely important because Day Camp will be a program of youth evangelism for the church and the surrounding community.

STRENGTH

The strength of our Day Camps is the staff! Our Day Camp Staff consists of young adult counselors who are carefully selected for their Christian commitment and their love of children. They are trained in leading worship, Bible study, singing, crafts, nature study and recreation. More importantly, they are trained in a relational style of ministry that seeks to meet the individual needs of the campers. Our focus is a relational ministry emphasizing Christian role modeling.

DAILY SCHEDULE

Each congregation may select a daily schedule that best fits its needs. If that means running an evening Day Camp we are willing. A typical day camp schedule is from 9:00am to 3:00pm.

BENEFITS TO YOUR CONGREGATION

1. Strong evangelism programming within the community that welcomes families and youth into the life of your congregation.
2. Highly visible outreach to your community that draws attention to your congregation.
3. Good public relations in the community. You are providing a service which many youth and parents will appreciate.
4. Unique opportunity to strengthen the congregational community as you work together to prepare, plan, and execute the program.

CONGREGATION'S RESPONSIBILITIES

1. Establish a steering committee from the congregation to work with the Day Camp staff in planning and preparation.
2. Communicate with the camp staff at least once during the spring to make all arrangements for the program.
3. Handle all public relations including internal congregational announcements, bulletin inserts, radio or newspaper ads (if desired), distribution of flyers in your neighborhood (provided by Lutherlyn) and make follow-up contacts with neighborhood families to secure registrations, word of mouth, etc.
4. Provide one or two adults on site each day to coordinate registration, snacks, and handle emergencies. (One adult for every 20 campers minimum) These people do not teach, but serve as helping hands to the Lutherlyn staff. (Please note that these people must be adults.)
5. Provide additional helpers for the camp staff as needed to keep camper to staff ratios in line with American Camping Association requirements. We strive for a 1 to 8 staff to camper ratio. Helpers must be at least 16 years of age.
6. Provide sleeping space in the church or in one home for the Day Camp staff.
7. Provide all necessary transportation to and from site for staff and campers for field trips or off-site activities.
8. Provide shower facilities for staff.
9. Provide all meals for the staff from Sunday night supper through Friday lunch. The staff welcomes invitations to homes for breakfast and dinner. Lunches should be brown bag. See addendum for meal ideas.
10. Handle all registration including Monday check-in and group assignments.
11. Handle the distribution and collection of all camper health, permission and profile forms.
12. Provide some basic craft supplies when projects are planned. (These will probably include things like newspaper, egg cartons, paper bags, scissors, crayons, etc.)
13. Complete written evaluation form provided by Lutherlyn upon the completion of the Day Camp program at your church.
14. OPTIONAL: Provide one snack and the beverage for lunch each day for all participants.
15. OPTIONAL: Host a Sunday evening potluck dinner, picnic, or social for all registered campers, their parents, volunteer staff, and members of the congregation.

LUTHERLYN'S ROLE

Lutherlyn will:

1. ...Tailor our program to meet your congregation's needs and goals and the needs of your community.
2. ...Provide sample advertising, doorknob type flyers for distribution door-to-door and all forms to be filled out by campers.
3. ...Provide a quality-trained staff.
4. ...Provide the basic daily schedule.
5. ...Provide additional craft and recreational materials for the basic program.
6. ...Plan to have staff arrive Sunday afternoon at your congregation and be available to attend any Sunday evening events planned by the congregation.
7. ...Close each week with a program for the parents and members of the congregation and community.

COST

The camper fee for 2016 will be **\$80.00** per camper for the week or any part of the week.

- Lutherlyn's minimum fee for 2016 is \$1600. This fee is based on 20 campers at \$80.00 each. This is also based on Lutherlyn sending at least three staff members to each day camp site.
- If Lutherlyn is unable to provide at least three staff members throughout a contracted week, a discount will be given to the site depending on the number of program days under the three staff minimum. Field trip admission charges, swimming pool charges, and any other miscellaneous additional expenses will be in addition to the basic fee.

The total camp fee should be received by the congregation, with the camper registration form at least one week before the camp session begins.

Cancellations: Cancellation of a Day Camp before June 1 results in forfeiture of the \$150.00 deposit. After June 1, the congregation is additionally responsible for 80% of the weekly salaries of the staff reserved for the day camp week. (E.g., if the camp is scheduled to serve 30 campers, the staff reserved would be one Day Camp Director and two counselors.)

Camperships Available: For every 20 campers Lutherlyn will provide one total campership or its equivalent in partial camperships (e.g., one \$80.00 campership or two at \$40).

We encourage you to seek outside funding sources: e.g. Thrivent, The Bishop's Mission Appeal (Southwest Synod), or other grants targeted for ministry to children or evangelism.

TRANSPORTATION

The Lutherlyn staff will have a vehicle with them for the week. This vehicle is intended to bring the staff to the Day Camp site, transport them from the church to their host homes and to homes for meals, and return them to Lutherlyn at the end of the week. Our staff are not permitted to transport campers, either in their own vehicles or in other vehicles.

AGE REQUIREMENTS

We limit day camp to those children who will be entering grades 1 - 5. Groups are best divided by grades 1, 2-3, 4-5. We will consider taking sixth grade children. However, the program targets grades 1-5. Junior High Evening Events are designed for those entering 6-9 grades.

MINIMUMS

To proceed with a day camp program, we ask that you have at least 20 campers registered at your site. Lutherlyn reserves the right to cancel the program in the event that registration falls below 20 campers, although we usually proceed with the program.

COMMON MISTAKE

Day camp should not be confused with Vacation Bible School. We have a less formal structure and our program is based more on role modeling, relationship building between camper and staff, and experiential education with less emphasis on *classroom* teaching. Day camp takes place in your community, not simply in your church.

TIME WITH THE PASTOR

Pastors are invited to spend time with the Day Camp. We like to schedule one day that the Pastor will spend with the day camp for much of the day so that the campers can get to know the pastor and learn about the church. Pastors are encouraged to lead a tour of the church with fun facts for the campers, lead a song, story, or game at the opening or closing of the day, lead a Question and Answer session with the campers, lead a Bible Study, or any other activities that the pastor may be interested in leading with the campers. This is an optional part of the week, it is up to the individual congregation and the individual pastor.

IF YOU SHOULD HAVE CONCERNS

If you should have any concerns about the Day Camp program, the staff's behavior or performance, or any other concerns, *please contact the Lutherlyn office as soon as possible*. It is vitally important to us that you receive the best program possible, and we will gladly make any changes necessary to ensure that this happens.

REGULATIONS FOR DAY CAMP

Because Lutherlyn is an American Camp Association (ACA) accredited program, we will adhere to the standards established by ACA for day camps. These standards are listed on this page. If your site does not meet these standards, please notify us in advance so we can be aware of the situation.

AMERICAN CAMPING ASSOCIATION STANDARDS FOR DAY CAMPS

Are the following minimum ratios of counseling staff to campers (according to age groups specified) adhered to for all sessions of operation?

<u>Camper Age:</u>	<u>Staff</u>		<u>Day Campers</u>
6 to 8 years	1	to	8
9 to 14 years	1	to	10

Are toilets adequate in number based on the following ratios?

- A. One seat for every 20 females
- B. One seat for every 20 males; or, one seat plus one urinal for every 30 males

Are hand washing facilities provided in the following ratios?

- A. One wash basin or equivalent per 20 persons

Is the following information available on site for each camper and staff member?

1. Full name for each individual
2. Age (for all campers and for all other persons under 21)
3. Home address and telephone number
4. School grade (where applicable)
5. Name, address, signature and telephone number of adult responsible for each minor
6. Telephone number(s) or persons to contact in case of emergency during the individual's stay at camp
7. Name and telephone number of individual's physician or health care facility (if available)

Are there written procedures in practice regarding?

- A. The release of campers who are minors to persons other than legal parent guardian
- B. The verification of absentees

Is there a telephone available for emergency use?

INSURANCE:

All campers must have a completed Health History Form on file in order to attend a Day Camp. In order to keep camp fees down, accident and sickness insurance is not provided by Lutherlyn or the sponsoring congregation. We ask that parents use their family policy as primary carrier to satisfy all claims. Lutherlyn coverage is considered secondary to each claim.

SAMPLE DAILY SCHEDULE

9:00	Arrival/Opening (songs, daily theme)
9:30	Get to know you and group building (divided by age group)
10:00	Bible Study (divided by age group)
10:30	Water/bathroom Break
10:45	Crafts
11:15	Stories, Songs, Puppets
11:45	Quiet time, bathroom break, prep for lunch
12:00	Lunch/clean-up
12:30	Nature Activity
1:00	Group Games
1:30	Finish craft, work on songs/skits for closing program
2:00	Snack/bathroom break
2:30	Closing Worship & "Campfire"
3:00	Departure

THE DAY CAMP PLANNING PROCESS

1. Camp sends information regarding Day Camps.
2. Congregation decides to host a Day Camp and communicates that to the camp by completing the Congregation Reservation Form and returning it to camp.
3. Camp confirms the Day Camp date by sending a contract. The congregation confirms by returning a signed contract with a \$150 non-refundable deposit.
4. Camp staff and the congregational day camp committee meet for a planning meeting. Camp provides sample promotional materials, neighborhood canvassing materials and all necessary camper forms to be used in the registration process.
5. Congregation begins planning for PR and registration, recruiting support staff and planning special events.
6. Congregational coordinator meets with camp staff to finalize schedules, field trips, site arrangements, numbers of campers, and miscellaneous details.
7. Congregational coordinator keeps camp updated on any changes.
8. Congregational coordinator pays the final payment by final day of the Day Camp. Payment should be given to the Day Camp Director on Friday before the staff departs.

DAY CAMP SPECIAL EVENTS

We encourage any of the following activities, if feasible, in your congregation's area:

Area Parks - Area parks can be a valuable resource in providing a pleasant learning and recreational area for all or part of a programming day.

Recreational Trips - If there is a nearby (guarded) pool or beach, this may be an enjoyable afternoon activity.

Field Trips - For extra opportunities to learn.....trips to parks, nature centers, library, fire station or local historic sites can be informative and interesting to campers.

NOTE: *The above three events would necessitate transportation and filling out permission slips.*

Family Night - We suggest Sunday night as an opportunity to have a congregational potluck or picnic so that parents and others in the congregation may have a chance to meet the staff. A short program or singing may also be arranged.

Special Guests - It may serve your program well to invite community people in to talk with the campers. An area naturalist or the fire chief may be helpful. Be creative!

These ideas are simply that -- ideas. If none of the suggestions are applicable in your situation that's okay. We simply want you to be aware of the local resources that can add to your day camp experience. Please feel free to suggest some of your own innovative special events!

CONGREGATIONAL SUPPORT PEOPLE NEEDED

Counselors: If registration goes over 30 campers, the congregation will need to supply additional counselors at the rate of one counselor per 8 campers. Minimal training will be provided to volunteer counselors on Sunday afternoon at the start of the day camp session. Additional training can be made available in the evenings during the camp week if desired. We encourage high school aged volunteer counselors to attend SIT training at Lutherlyn.

Providers: Adults are needed to prepare the noontime beverage, to do a final clean up following lunch and to prepare, serve, and clean up after the afternoon snack. Snacks can be prepared by persons other than those who serve them.

Emergency Helpers: One adult per 20 campers is needed to provide emergency transportation in case of injury, to know the nearest medical help center and how to get there and to take campers home who become ill. One of these people might be the day camp coordinator.

Congregational Coordinator: This person keeps track of daily attendance and follows up with phone calls to the homes of campers who are absent to be sure that their absence is parent approved. This person also secures needed craft items, makes certain that snacks and beverages are present when and where needed, plans field trips and guest speakers, makes transportation arrangements, secures and confirms lodging, shower and meal arrangements for the Day Camp Team, coordinates the registration of campers and works directly with the Day Camp Team -- especially the Day Camp Director. Finally, this person is to be present at the close of the day to make sure campers go home with their parents.

CHECKLIST

- _____ Send in Congregation Reservation Form requesting dates.
- _____ Return Day Camp contract with \$150 deposit.
- _____ Distribute registration materials (provided by Lutherlyn).
- _____ Coordinate all publicity.
- _____ Arrange for adults to be on site to assist with meals and emergencies.
- _____ Arrange for snacks and drinks as needed.
- _____ Keep camp office informed of registration count.
- _____ Arrange any special field trips or events if desired.
- _____ Handle all registrations and group campers by age. Provide staff with a list of camper names, profiles and health forms upon their arrival on Sunday.

DAY CAMP -- EVANGELISM CHECKLIST

Use the following checklist as suggested ways to follow-up on evangelism contacts made with families having children enrolled in a day camp program. These are simply suggestions. You may have other effective ways to contact potential members.

1. Within the 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 this note in person. Possibly have the day camp kids sing a song or do a skit for Rally Sunday during worship.
2. Two weeks after the day camp program ends have members of the evangelism committee or the pastor makes personal contact with each family. Be sure to invite them as guests to such events as Rally Day or church picnics.
3. 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 a message three times before we "get it".)
4. When you have secured dates for the following year Day Camp, make personal contact with those new families to invite them to join you again. (Remember repeated invitations are a good thing.)

It is important to see the day camp program as a tool in your congregation's outreach to the community. Day camp obviously cannot be the only means of evangelism for your congregation, but it can help in your efforts to spread the Gospel. Day camp must be worked into an ongoing evangelism program to reach its full potential as an evangelism tool.

Information on Hosting Lutherlyn Staff

Housing:

The Lutherlyn staff will need housing Sunday through Thursday night. We would prefer that the entire staff team be housed in one location. Options include:

- Housing the staff in the church. (This is the most common. The staff is prepared for it.)
- Finding a member willing to open their home to 3 to 5 young adults for the week.
- If there is no good way to keep the team together we will consider splitting them into separate homes.

Showers:

The staff will need access to showers during the camp week. Options include:

- Showering in one person's or various homes in the evenings (Staff should be able to return to home base by about 8:00 p.m.)
- Using a local YMCA or health club (Congregations makes arrangements in advance.)
- Showers in the church available for use (This doesn't happen very often.)

Food:

The staff will need to have meals or food and facilities to make meals from Sunday dinner through Friday lunch. *Please keep in mind that some Day Camp Teams have at least one person who prefers a vegetarian diet.*

- **Breakfasts** - Most often done by leaving the team things to prepare their own breakfasts. Provide milk, juice, coffee, fruit, bread, cereal, rolls, etc.
- **Lunch** - Each day for lunch each staff member should receive a sack lunch with similar food items as the campers are eating. The bag lunch can be provided by one family or a different family each day. The congregation can also provide the staff with the necessary supplies to make their own bag lunch. Provide - Bags, Zip-locks, Juice or Pop, Bread (whole wheat), peanut butter and jelly, mild cheeses, lettuce, tomato, mayo, sliced turkey, cold cuts, chips, cookies, fruit.
- **Dinner** - Most evenings the team entertains invitations to homes for meals. One night during the week the teams find it nice if possible to have meals brought to them or to have expense money to go out for pizza.

Guidelines for families hosting Day Camp staff for Dinner:

- Staff should receive clear directions to the host home or have someone lead them or transport them to the home. Do not feel a need to prepare extravagant meals. Remember -- these are college students. 😊
- Please do not feel as if you need to entertain the staff. They would prefer a relaxed time in your home.
- Menu - Most of them will eat anything. At times we do have vegetarians on staff but we cannot tell you dietary concerns until they arrive at your site on Sunday. If you are concerned about what to prepare please ask them about special diets any time after they arrive on Sunday.
- It is important to return the staff to their lodging location by around 8:00 p.m. each evening. They will still need evening time to plan the special activities in store for the next day. If you have plans that may involve the staff past 8:00 p.m. please speak with the Day Camp Director to make sure it will allow the team adequate planning time.