

COMMUNITY CAMP HANDBOOK



Krislund is a ministry of the Carlisle, Huntingdon, and
Northumberland Presbyteries of Pennsylvania

2022 COMMUNITY CAMP HANDBOOK

Table of Contents

| | |
|---|----|
| Welcome | 3 |
| Mission | 4 |
| Vision | 4 |
| Program Overview | 4 |
| Schedules | 5 |
| Sunday | |
| Sample Schedule | |
| Other Considerations | |
| Krislund Roles & Responsibilities | 6 |
| Community Roles & Responsibilities | 7 |
| Volunteers | 8 |
| Volunteer Requirements | |
| Where Do I Find Volunteers? | |
| How Do I Convince Someone To Volunteer? | |
| Advertising & Marketing | 9 |
| Pricing | 9 |
| Scholarships | 9 |
| Registration Process | 10 |
| Community/Church Registration | |
| Camper Registration | |
| Timeline & Checklist | 11 |
| Before Applying (December - April) | 11 |
| January - May | 11 |
| May - Two Weeks Before Your Camp | 11 |
| During Your Camp | 12 |
| After Your Camp | 12 |
| FAQs | 13 |
| Signature Line | 13 |

WELCOME

Dear Churches & Communities,

Thank you for considering partnering with Krislund to host a Community Camp for Summer 2022! Our mission for Community Camp is to support communities through training, outreach, and faith-based programming. We strive to involve your whole community in an effort to strengthen and build up the Christian community as a whole and give more kids a place to learn about the God who loves them. We have a wonderful staff eager to provide a week full of fun as we build relationships, experience creation, and deepen our bond with Christ together.

Whether you are new to Krislund or a familiar face, we want to ensure the best possible experience for your community. Please read through this handbook as it contains important information that will help make the process leading up to camp and the camp itself a success. We have done our best to anticipate what you need to know about our program, policies, and procedures. However, please contact us with additional questions by phone or email. Through Community Camp, our vision is to bring a Christ-centered, holistic experience to the kids in your community spiritually, socially, and physically.

We look forward to seeing you this summer!

Hannah Frantz

Summer Program Director

summercampdirector@krislund.org

(814) 422-8878



MISSION

For Krislund to support communities through training, outreach, and faith-based programming.

VISION

Krislund's communities will utilize holistic approaches for youth outreach.

What do we mean by holistic approaches? Krislund helps campers spiritually, socially, and physically through our programs, and we want your congregation and community to do the same!

PROGRAM OVERVIEW

Community Camps are Monday through Friday, 8am to 4pm for campers entering grades 1 through 6. We also recommend choosing to host a Family Night on Thursday night. Krislund will also send a video that can be played during church services leading up to the camp to give your community a visual of the camp.

For the duration of that week, three Krislund staff will bring our Day Camp program to your community! These staff complete staff training and have all necessary clearances, as well as Adult, Infant, and Child First Aid/CPR/AED certifications. On Sunday, staff will arrive and meet your volunteers, share the schedule, and set up all equipment.

For each Community Camp, Krislund supplies Gaga Ball, Slip n Slide, 9-Square, Carpet Ball, Tie-dye, and other group games and crafts. Krislund also has a Bible Study that we will supply churches with and do activities from.

SCHEDULES

Please note that this may not be the exact schedule that your Community Camp follows. The Krislund Community Camp leader will work with you to make small, necessary changes to the schedule so that it best matches your space, number of campers, volunteers, and any activities you may want to schedule during the week. In addition, you may choose to host a Family Night where staff will lead additional activities past 4pm but not after 8pm.

SUNDAY

Krislund staff will arrive late Sunday afternoon. A more precise time can be communicated in the week or two leading up to your camp. Once staff arrive, they will first need to set up the games and activities. Our staff would greatly appreciate the Community Camp volunteers helping set up the games and activities.

Once the games and activities are set up, staff will meet with ALL Community Camp volunteers to discuss the schedule, expectations, and answer any questions. You may choose to provide dinner for staff on Sunday night, and have this meeting during that time.

SAMPLE SCHEDULE

8:30-9:00 Camper Check-in
9:00-9:30 Morning Welcome and Energizers
9:30-10:15 Activity Rotation 1
10:15-11:00 Activity Rotation 2
11:00-12:00 All Camp Activity (Large Group Game)
12:00-1:00 Lunch
1:00-2:00 Bible Study
2:00-2:45 Activity Rotation 3
2:45-3:15 All Camp Activity
3:15-3:30 Snack
3:30-4:00 Closing Ceremony and Songs
4:00 Camper Pickup

OTHER CONSIDERATIONS

Krislund will have themed days like Water Wednesday and Tie-Dye Friday that they will discuss with you on Sunday at the volunteer meeting.

We encourage each community to make this camp their own by seeking out additional experiences for the campers. One of the best ways to do this is by taking campers to a local pool on Water Wednesday. If, for whatever reason, Wednesday would not work to do this, you may do so on another day of the week. If your area does not have a local pool, you may consider visiting a nearby state park, having a firefighter or park ranger visit, etc. The beauty of this program is that it is flexible to the needs and resources in your community.

KRISLUND ROLES & RESPONSIBILITIES

Krislund Will Provide:

- Three trained staff (one coordinator and two program leaders) to work 8am to 4pm each day, with the exception of Family Night, when they will work up until 8pm, if applicable.
 - All staff will be First Aid/CPR trained, will have necessary training and clearances, and will be 18 years of age or older. Staff with prior experience will be considered first for Community Camp when hiring.
- Sunday night training overview and expectations with volunteers
- Registration through our online system, CampBrain
 - More information on this under “Registration Process”
- The following program supplies: a slip n slide and hose, gaga ball pit and ball, carpet ball game, 9-square and ball, shirts and other tie-dye supplies, gym scooters and balls, a speaker and playlist for Energizers, other miscellaneous program supplies (pool noodles, cones, hula hoops, etc)
- A color flyer and 2’x6’ vinyl banner to be used as advertising
- A Bible Study program approved by Krislund and also used for our onsite Residential Camps
- Breakfast and Dinner for staff (with the exception of Family Night)
- A schedule and programming
- Camp mattresses for staff (only if necessary)

COMMUNITY ROLES & RESPONSIBILITIES

Community &/or Sponsoring Organizations Will Provide:

- A volunteer ratio of AT LEAST one adult per ten campers and one point person who is not included in this ratio. We require a minimum of four volunteers.
 - **Volunteers will serve as counselors/group leaders who are responsible for leading groups through activities and supervising campers**
- Adequate housing for staff
 - Housing MUST have a full bathroom with a shower, a place to safely keep personal items, a refrigerator and freezer for staff food, a place to cook breakfast and dinner (plug-in stove burner and microwave or toaster oven MINIMUM), housing must be safe with adequate space for three staff. Housing will ideally have beds for staff, but Krislund can provide camp mattresses if needed. Krislund staff will bring their own bedding.
 - We deeply appreciate the hospitality of many families who have housed our staff in the past. Moving forward, we are requiring private housing for our staff so that they can rest and recharge as well as possible. Additionally, in the event that a family or individual would like to donate a dinner meal by delivering it to the private housing unit, this would be welcomed. Gift Cards to grocery stores/local restaurants are also welcomed but not necessary as Krislund will provide breakfast and dinners for our staff.
- Daily lunch for staff, campers, and volunteers
 - Krislund staff are happy to help serve or pass out lunches, but will not be responsible for preparing them.
 - We recommend following USDA meal guidelines to provide meals that are healthy for campers and staff. Click here to read more:
<https://www.unitedfresh.org/nutrition/dietary-guidelines/>
 - Krislund will notify you of any dietary restrictions or allergies listed on camper registrations 2 weeks prior to your program
- Outdoor space for the Community Camp to take place as well as an indoor space in the event of inclement weather. This may be a **large** grassy yard beside a church, local park, or even a school with fields and a gym! If needed, our year-round staff will help locate a suitable location. Additionally, the location needs to be consistent each day.
- Advertising to the local community (see more information in “Advertising”)

VOLUNTEERS

VOLUNTEER REQUIREMENTS

- **Volunteers must be over 18 years of age and have Pennsylvania Child Abuse History and Criminal History Check Clearances dated 2018 or newer. These will be due six weeks before your Community Camp.**
- Volunteers (adult or teen) **do not need to pay** the \$100 registration fee.
- Volunteers must be able to participate in and lead activities for campers like group games, Bible study, and dancing along to Energizers.
- Volunteers must have an understanding of youth development and characteristics.
- **TEEN VOLUNTEERS:**
 - Must be 16 or 17 years old.
 - They **do not count toward or against** the adult-to-camper ratio.
 - We ask for a set list of names and ages of teen volunteers a week or two before your camp.

WHERE DO I FIND VOLUNTEERS?

- Local churches with active youth or young adult ministry groups
- Your local school district (consider staff and graduating seniors and ask about clubs/programs that require volunteer hours)
- Youth organizations in your area (Big Brothers Big Sisters, daycares, community centers, scouting programs, etc)
- Colleges in your area

Note: We recommend young adult volunteers as we have found that close peers create the best environment for our campers. It is perfectly acceptable to have older adult volunteers as long as they are able to work with youth for the entire day and participate in our program.

HOW DO I CONVINCe SOMEONE TO VOLUNTEER?

We understand that getting young adults to commit to a week of volunteering can be difficult, especially as their schedules are increasingly filled with extra-curriculars, travel, and work. If you need help convincing young adults to volunteer at your community camp, you can also share with them the job skills they earn while volunteering at Community Camp.

Volunteering at Community Camp gives you:

- Leadership and communication skills
- Networking opportunities
- Problem-solving skills
- Letters of Recommendation (if you are willing to write them for volunteers)

More examples and resources can be found at:

<https://www.acacamps.org/resource-library/staff-recruitment-downloadable-handouts>

ADVERTISING & MARKETING

Krislund will advertise your community camp on our website and social media, but most of your youth will come directly from the advertising that you do in your community. Krislund will provide a vinyl banner to be put up at the location of your Community Camp along with a printable flyer as well as a sign with all the churches who are participating. We suggest you place this flyer in all local church bulletins, community centers, grocery stores and schools in your area. Please be sure to get permission wherever you are posting the flyer.

Be sure to also circulate the flyer digitally to any email lists you have. Ask local youth organizations, daycares, churches, and schools to help you get the word out. School secretaries may be able to circulate the flyer throughout the whole school district to help you find campers!

PRICING

The sponsoring organization will be charged a flat fee of \$1,100 which covers Krislund's staff pay, food, transportation, insurance, and equipment.

Campers will be charged \$100 per camper when they register.

SCHOLARSHIPS

We highly recommend the churches involved in your Community Camp collectively raise a minimum of \$1,000 to be put toward camper scholarships for children that may need assistance in order to attend Community Camp. Scholarships will be provided through Krislund and more information can be found on our website, www.krislund.org, about that process.



REGISTRATION PROCESS

COMMUNITY/CHURCH REGISTRATION

To register, contact Krislund's Summer Program Director, Hannah Frantz via email at summercampdirector@krislund.org, or Program Director, Kealy Daye via email at programdirector@krislund.org. They will provide you with an online application. To submit your application, you must list your Community Camp point-person/leader and at least four volunteers who have agreed to be counselors at your community camp. Please also be prepared to provide photos of the space where your camp will take place, information on staff housing, and a \$500 deposit. Krislund's staff may choose to travel to your location to see the spaces available for the camp for approval. You will be asked what week you prefer to hold your Community Camps. *Please be aware that there are a limited number of openings for camps each week.* Community Camp weeks will not be considered booked until we receive your completed application and deposit.

Community Camps must be committed (application filled out, deposit in) by April 1st. A \$250 late fee will be applied to any late applications.

CAMPER REGISTRATION

Once all registration materials are received, Krislund will configure a registration database on our online platform, CampBrain. Campers' guardians will go to our website, log in, and register their camper for your Community Camp. All Community Camps will be listed on the same page in order by date.

Campers will fill out the same registration forms as our residential and day campers. These forms include a Krislund liability waiver, medical information, and camper information.

If your church has a liability waiver, we suggest you have guardians sign it at Monday morning drop-off the week of your camp.

Camper registration will close one week prior to the start of your camp.

TIMELINE & CHECKLIST

BEFORE APPLYING

(Applications Accepted December Through April)

- ☐ Review all Community Camp materials
- ☐ Find at least four volunteers and a contact person
- ☐ Fill out Community Camp application

JANUARY - MAY

- ☐ Develop a planning committee to help find and train volunteers, and advertise
- ☐ Send \$500 deposit to Krislund (January)
- ☐ Raise a minimum of \$1,000 for scholarships with all participating churches
- ☐ Secure places where campers can play games, do arts and crafts, and shelter in case of severe weather
- ☐ Find additional volunteers and make sure all volunteers have required clearances (these clearances must also be turned in to Krislund **at least one month prior** to your Community Camp)
- ☐ Make a meal plan for lunches and snacks and find volunteers for meals
- ☐ Secure appropriate housing for Krislund staff
- ☐ Plan any special programming, speakers, or trips. Make sure to account for camper transportation if necessary
- ☐ Advertise your Community Camp
- ☐ Turn in all volunteer clearances (six weeks prior to camp)
- ☐ For interested churches and individuals, attend the Informational Zoom meeting Krislund will hold early next year (Exact date TBA)
- ☐ Attend the Volunteer Pre-training in the Spring. This event is a highly encouraged opportunity for in-person training to better equip your volunteers for Community Camp and what is expected of them (Exact date TBA)

MAY - TWO WEEKS BEFORE YOUR CAMP

- ☐ Finalize plans with all volunteers and with Krislund staff - Krislund staff will call two weeks prior to camp to finalize details
- ☐ Finalize optional activities like Family Night or offsite trips such as going to a public pool
- ☐ Distribute Bible Study to volunteers and review it with them
- ☐ Share our Community Camp video with your congregation leading up to camp

DURING YOUR CAMP

- ☐ Sunday afternoon: Have volunteers available to help set up games and activity stations
- ☐ Sunday afternoon/evening: ALL volunteers meet with Krislund staff to go over schedule, expectations, and questions
- ☐ Monday morning: Welcome campers and have families fill out any necessary paperwork
- ☐ Tuesday afternoon: Remind families that tomorrow is Water Wednesday
- ☐ Tuesday evening: Help set up any equipment/games for Water Wednesday
- ☐ Wednesday afternoon: If applicable, remind families of Thursday night Family Night
- ☐ Thursday evening: If applicable, volunteers must stay for Family Night
- ☐ Friday afternoon: Thank camper families, clean up, and take a break!

AFTER YOUR CAMP

- ☐ Pay any money owed to Krislund for scholarships
- ☐ Complete online evaluation
- ☐ Secure your spot for the following year!

FAQs

Why do campers have to register online?

Campers for all Krislund programs (residential camp, day camp, and community camp) all register through the same system and fill out the same registration form so that we can ensure we are properly staffed, be aware of any medical needs, and purchase supplies for the program.

Why do you only bring three staff?

Through Community Camp, our desire is to help foster community and relationship between the churches in your area as we seek to further God's larger kingdom together. By allowing the people in your own community to carry out the most impactful roles, your campers can build deeper relationships with people they can interact with locally year-round, not just one week of the year! We strongly believe this will benefit your campers more in the long run.

Why don't Community Camps travel to Krislund?

Unfortunately, our facilities and infrastructure struggle to handle the influx of people. Additionally, there may be weeks that we cannot provide adequate housing due to the number of Residential campers along with outside groups renting our facilities. We have very intentional programming for our Residential campers to help them build a rich community throughout the week, and Community Camp arriving the last full day of camp tends to be disruptive.

What weeks are available for Community Camp?

Community Camps will be booked from June 26th through August 19th, 2022, with the exception of the week of July 3rd.

SIGNATURE LINES 1 & 2

I have read and understand the responsibilities and role the churches have in running Krislund's Community Camp Program.

(Signature - First & Last Name)

(Date)

I understand that to officially confirm and register a Community Camp, I must submit the following:

- Completed Application Form: <https://forms.gle/VFU53WZuSQUWAJCH7>
- Email signed copy of this handbook to summercampdirector@krislund.org
- Mail \$500 deposit to Krislund

(Signature - First & Last Name)

(Date)