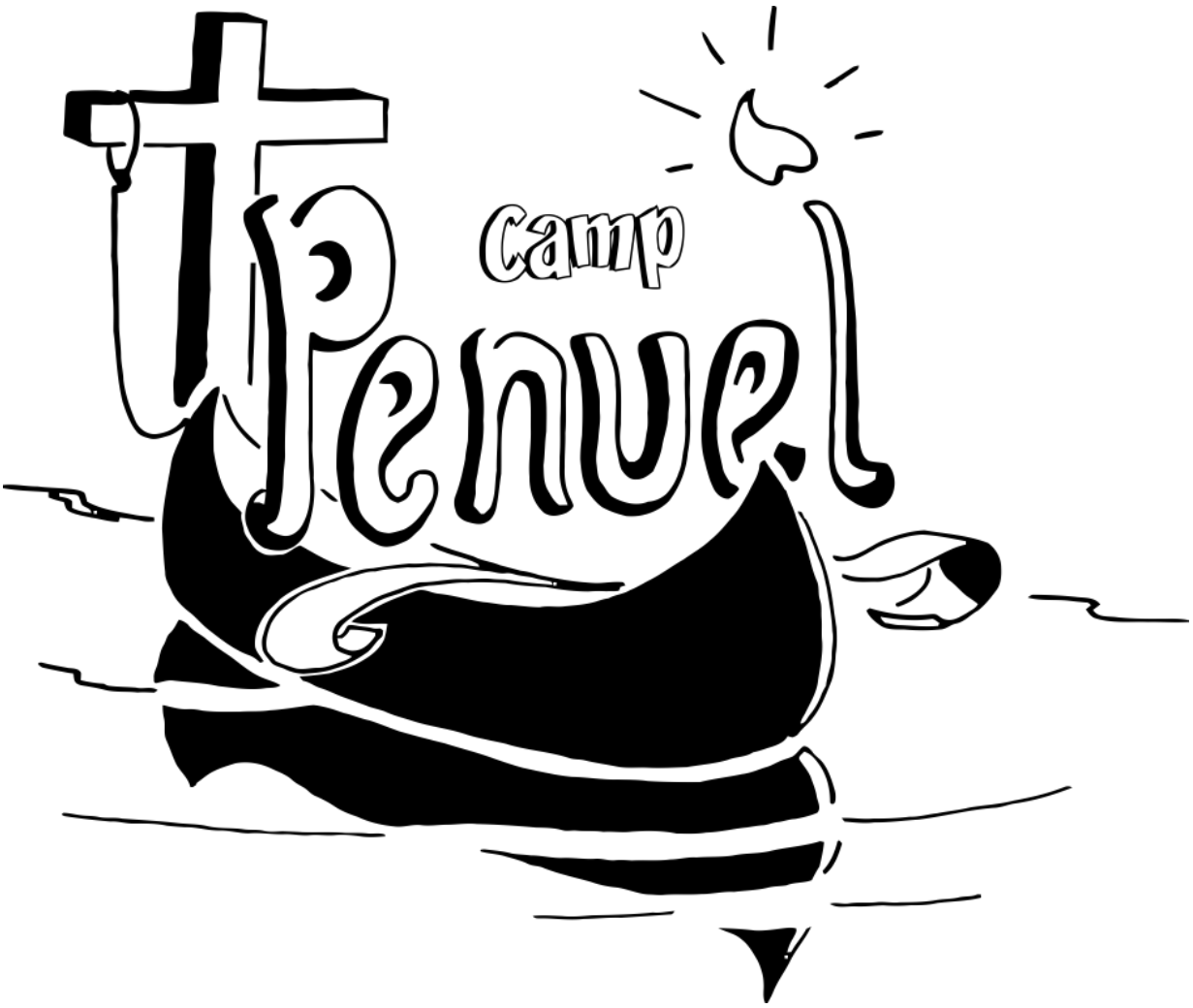
CAMP PENUEL
COORDINATOR'S GUIDE



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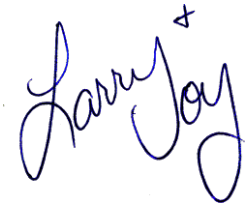
Thank you for taking the time to read through this guide. Children here are offered free camping with a spiritual emphasis and loads of fun. It is our goal to reach kids who might never be reached and share the gospel of Christ with them.

We have made every attempt to make this an enjoyable and blessed experience for you and your campers. In order for that to happen certain rules and regulations must be followed.

This is not a complete set of every guideline we have and we are flexible as situations sometimes warrant. However, the following pages outline many of the "must do" type rules that make everything work easier for all involved. As you have, or will, come to find out occasions arise that are "special" and therefore desire special attention. Always feel free to discuss any questions, comments or concerns with camp director.

Reaching Kids for Jesus,



Joy (Douma) Booth, President

Larry Booth, Executive Director

Becky Harget, Camp Director

Dave Stuehmeyer, Missions Coordinator

1. YOUR RESPONSIBILITIES

"...***From everyone who has been given much, much will be required***..." Luke 12:48

As coordinator, you have a great responsibility in two main areas to be addressed later. The following is a list of nuts and bolts which should serve as a checklist as you prepare for your time with us. **Consistency is the key!**

These are not in order of importance, rather in order per the calendar year beginning with the spring coordinator's meeting.

1. Attend the spring coordinator's meeting! Here is where you will receive all forms necessary for you, your counselors, and your campers.

2. Announce the dates for your camping session in your church, your community, and anywhere your ministry chooses to impact.

3. Hold registrations for campers. It is never too early after you receive the applications to begin doing this...however, it can be too late if you wait too long to begin registering campers.

4. Be available for calls from parents from your area to call you for their child to come to camp. Many times parents will call the camp office and we will pass on phone numbers of coordinators who are in their area.

5. You must have enough counselors per number of campers! You need to provide one counselor per seven campers.

6. Since <u>you are making your own arrangements for transportation</u>, you need to **make sure your bus arrives at the time you have requested**. We are planning for you to arrive at Camp Penuel between 3 and 4 o'clock. Have your campers arrive at your departure place early to make sure all of your campers have their applications filled out COMPLETELY and that any **medications** they might need are with them.

7. EACH CAMPER MUST HAVE A *COMPLETED LEGIBLE* APPLICATION, SIGNED BY THEIR PARENT OR GUARDIAN IN ORDER TO ATTEND CAMP!

These applications should be handed over to our camp director when you arrive at Camp Penuel. If a child is missing a completed application he will have to return home. We must abide by this for insurance purposes.

8. Assign counselors and cabins, even if you are doing it on the bus. Make sure this is done **before** you arrive at Camp Penuel.

9. It is your responsibility to supervise the children on the bus. If you have more than one bus, appoint a responsible adult to be in charge on the other bus(es). It is easier to supervise the children if the adults are awake and alert.

10. During your camp session, **make sure your counselors and campers are following their assigned schedule**. Work with the camp director to ensure that all is well.

11. Before you leave the camp site make sure the grounds are clean and that the cabins have no clothes, towels, or other camper belongings.

12. When you return home, we ask that **you PLEASE send us a letter regarding your experience at Camp Penuel.** This helps us greatly with showing our donors who has been to camp and how their experience has enriched the children.

13. Meet with Pastor Larry regarding your role in the morning and evening services and possible contacts for him to follow up on.

14. Be available for calls from parents from your area to call you for their child to come to camp. Many times parents will call the camp office, and we will pass on phone numbers of coordinators who are in their area.

2. Bus Schedule and Guidelines

"...you shall be my witnesses..." Acts 1:8

It is your responsibility to make arrangements for transportation and to pay for any costs for the transportation.

1. If your group is arriving at the camp on **Monday**, your bus will need to depart from your pick-up location at a time that will allow you **to arrive at camp around 3 p.m.**

2. On Friday your bus will need to be at camp in time to **depart at 10 am.**

3. If you are arriving on **Friday,** your bus will need to depart from your pick-up location at a time that will allow you to **arrive at camp around 4 p.m.**

4. On Sunday your bus will need to be at camp in time to **depart at 2 p.m.**

5. Please make sure that you as a coordinator are **supervising the children** during your bus trip.

6. Make sure that everything that is on the bus is taken with the campers when you get off the bus. Please be sure to **clean up** any trash before it leaves. Any luggage or items left on the bus will be hard to retrieve.

7. Please introduce yourself to the driver to let him know that you are the leader. If you are using more than one bus, please let the driver know who will be in charge of the children on each bus.

8. As stated above, **it is your responsibility to make the arrangements** and to pay the costs for the transportation. Some groups have had bake sales, car washes, yard sales, walk-a-thons, or other fund raisers to help with bus expenses for the trip to camp.

3. Cabin Capacities

We have 13 cabins and 7 dormitories for housing campers and counselors. These facilities hold a **total of 210** people (162 children's housing + 16 mission cabins + five unit staff 30 + nurses quarters 3 = 210). This does not include our mission cabins across the lake currently being renovated.

The breakdown is as follows:

Staff Housing Cabins 1-5 (five unit) are now **staff housing only** and hold a total of 6 people in each cabin; one counselor and five campers each, which total **30**. Occasionally if needed these rooms can be used.

Cabins 6 through 13 and the **2 pool side mission cabins** hold a total of 8 people, one counselor and seven campers which totals **80** people.

Seven separate rooms in the dormitories (A-H) each hold a total of 13-14 people each, two counselors and eleven campers per room totaling **91-98**.

Nurses quarters hold **2-3** people.

Dorm room D is the nurses quarters and can house 2-3.

If necessary, there are **extra mattresses** available in the cabins.

***When you are organizing your group (campers, counselors, etc.) PLEASE use this as your guide.

***If there should be any changes to this for any reason, the **camp director** will inform you in advance. Any questions should be directed to her/him.

WORKSHEETS

The following pages are worksheets for you to use to plan your housing. AN IMPORTANT SUGGESTION: **make copies before you write on them!**

We can tell you from experience that this is much easier done before you arrive and then you will not start out with a headache.

Typically one dorm is used for the girls and one for the boys. The cabins for either of separate groups, however, this not a hard and fast rule. You do want to use much wisdom, however, if you have to use cabins for your girls, especially if they are going to be next to boys. On that note you may want to consider that the 4, and 5 cabin units are apart for the others and the pool side cabins are set apart as well. Usually the pool side cabins are used by mission groups that are at camp (these have to use the pool houses for bathrooms and showers).

Also note that **if your group is scheduled with another group** you will want to work with their coordinator in decided cabin assignments. You will know if you are scheduled with another group by asking pastor Larry or the camp director in advance.

Again, any questions you may have can be directed to the camp director. It is always best to ask so that any uncertainties are cleared up.

HAPPY CABIN PLANNING!

CABIN ASSIGNMENT WORKSHEETS
Cabins 6-13

6	C_____	4_____
	1_____	5_____
	2_____	6_____
	3_____	7_____
7	C_____	4_____
	1_____	5_____
	2_____	6_____
	3_____	7_____

8	C_____ 1_____ 2_____ 3_____	4_____ 5_____ 6_____ 7_____
9	C_____ 1_____ 2_____ 3_____	4_____ 5_____ 6_____ 7_____

10	C_____ 1_____ 2_____ 3_____	4_____ 5_____ 6_____ 7_____
11	C_____ 1_____ 2_____ 3_____	4_____ 5_____ 6_____ 7_____

12	C_____ 1_____ 2_____ 3_____	4_____ 5_____ 6_____ 7_____
13	C_____ 1_____ 2_____ 3_____	4_____ 5_____ 6_____ 7_____

CABIN ASSIGNMENT WORKSHEETS
Dorms (FILL FIRST)

A	C_____	6_____
	C_____	7_____
	1_____	8_____
	2_____	9_____
	3_____	10_____
	4_____	11_____
	5_____	

B	C_____	6_____
	C_____	7_____
	1_____	8_____
	2_____	9_____
	3_____	10_____
	4_____	11_____
	5_____	

C	C_____	6_____
	C_____	7_____
	1_____	8_____
	2_____	9_____
	3_____	10_____
	4_____	11_____
	5_____	

D is the Nurses Quarters

E	C_____	6_____
	C_____	7_____
	1_____	8_____
	2_____	9_____
	3_____	10_____
	4_____	11_____
	5_____	

F	C_____ C_____ 1_____ 2_____ 3_____ 4_____ 5_____	6_____ 7_____ 8_____ 9_____ 10_____ 11_____

G	C_____ C_____ 1_____ 2_____ 3_____ 4_____ 5_____	6_____ 7_____ 8_____ 9_____ 10_____ 11_____

H	C_____ C_____ 1_____ 2_____ 3_____ 4_____ 5_____	6_____ 7_____ 8_____ 9_____ 10_____ 11_____

CABIN ASSIGNMENT WORKSHEETS
Cabins 3-5 and pool-side cabins (assign last)

3	C_____ 1_____ 2_____	3_____ 4_____ 5_____
4	C_____ 1_____ 2_____	3_____ 4_____ 5_____

5	C_____ 1_____ 2_____	3_____ 4_____ 5_____
Pool side A	C_____ 1_____ 2_____ 3_____	4_____ 5_____ 6_____ 7_____

Pool side B	**C**_____ **1**_____ **2**_____ **3**_____	**4**_____ **5**_____ **6**_____ **7**_____

Pool side cabins A & B are used most of the time for missions groups and overflows; however, they are equipped and ready for guest. **The pool side cabins DO NOT have toilets or showers in them.** There are toilets and showers next door in the pool house so we advise putting older children in these cabins. We also ask that you fill both pool side cabins with only girls OR only boys. Do not mix boys in one pool side cabin and girls in another. These pool side cabins are a little "out of the way."

Another note; All cabins are air conditioned and you are welcome to use them. **Please do not leave them running all day long** to conserve energy cost. Help us to be good stewards of what God has given us.

4. CHOOSING COUNSELORS

"...know them that labor among you..." 1Thessalonians 5:12

This will make the difference in a camp session with headaches and a camp session fairly stress free. We have listed below the **criteria that we expect you to follow** when choosing your counselors. It gets difficult when you wait until the last minute to find them and then you are stuck with someone who often is inadequate and thinks they are going on vacation. **So don't wait till the last minute to find them. If you choose to ignore these rules your group may not be asked to return next year.**

1. Your counselors must be Christians! Since we are a Christian camp and our purpose is to lead these children to a knowledge of Jesus Christ, then it only seems that the counselors be knowledgeable in the Word to be able to assist in this goal.

2. Counselors should be faithful church members. They do not have to attend your church necessarily; however, they should come with a good report from the pastor they serve. Do all you can do, to know those who labor among you. Some churches even do background checks to assure there workers are safe.

3. Counselors should be at least 17 years of age. At times in the dormitories counselors have been 16, **if and only if**, they are paired with someone over 18. In this instance, it is imperative that you know them to be mature and responsible.

4. In the scope of Christianity, some denominations and fellowships vary on their beliefs on tobacco and alcohol. **WE DO NOT ALLOW ANY ALCOHOL OR ILLEGAL DRUGS** on campus, and **we also discourage smoking** cigarettes and/or cigars. If you or your counselors must do so, smoking must be totally out of sight of the children.

5. Your counselors should have a working knowledge of what we are trying to accomplish and see this as a ministry opportunity for them.

6. At times groups have provided certain counselors **with handicaps** and other limitations. Keep in mind that camp offers a rigorous schedule with hills to climb and trails to walk, all during the summer heat. As long **as they are aware of this and you feel they are competent** to handle the children and these conditions we will receive them as well.

7. **Start recruiting counselors yesterday!!!** Most adults have time they can take from their jobs to come to camp. I know this because every year counselors tell me they took their vacation time to be with the kids.

8. This should go without saying, but unfortunately, we must. **You must have lady counselors with girls and men counselors with boys.** Yes, some groups have tried...it just doesn't work and will NOT be allowed. The exception to the rule is if the counselor is with their children. ANY other exceptions MUST have written permission from the parent of the child.

5. CHOOSING CAMPERS

"…And whosoever will receive one such little child in my name receives me" Matthew 18:5

We honestly have and encourage you to **have a "whosoever will" policy** when enrolling campers. Our camp exists to reach out to the children who do not know Jesus, and otherwise would not have an opportunity to attend a comp. Some coordinators become very selective in enlisting campers, and we know some kids are hard to control. If you honestly feel that a kid is going to be trouble because of behavior displayed before your bus departs, then you may not want to bring them.

Here are some tips in choosing campers and some ideas from other coordinators just like you. Remember, **strong Christian counselors make the difference.**

1. Your kids must be ages 7-11. Sometimes birthdays fall weeks before or after camp. If you have any questions contact the director.

2. We encourage you to use this as a form of "outreach" with your church or organization. In other words, kids do not have to meet denominational or fellowship criteria to come to camp; actually we prefer it that way.

3. We accept kids with non-contagious illnesses for which they have proper and adequate medications. As with counselors, the kids you bring must be able to enjoy the recreation we offer as well as the hills and heat that accompany them.

4. Do not accept kids who are contagious or have outbreaks of severe rashes, such as poison ivy, etc. Do not accept kids that have head lice.

5. Have open and announced registration for the kids to sign up and again, do so early on and often.

6. Use the 10 to 20 rule. For every 100 kids you register, 10 to 20 of them may not show, so enroll extras. If they all show then Praise the Lord!

7. Make sure you are READING the applications DILIGENTLY as you enroll campers. MAKE SURE THAT YOU CAN READ THE APPLICATIONS!!! Pay special attention to illnesses and allergies. Make sure medication comes in a labeled bottle, not a plastic bag.

8. You do reserve the right to refuse applications, however, **Penuel does not tolerate discrimination as it relates to issues of race, religion, gender or place or origin**.

9. Make sure you are enrolling seven **campers per one counselor**.

6. AFTER CAMP

After you return from camp, the dust has settled and muscles are resting, there are three things we must have you do.

1. Pray for the ones who made a decision for Jesus Christ. God only knows what circumstances await them. We keep record of those who raised their hands and made decisions for Christ. **We understand** this may or may not be their first time or even may or may not be a salvation decision.

2. Follow up with these kids all year long. Remember, we are partners in ministry and we expect you to keep track and follow up with these kids.

3. Please send a letter of thanks to Camp Penuel of how your experience ministered to you and your kids. This speaks volumes to our donors; the ones who help keep this place free for kids.

4. Use every opportunity you have to share the vision and the testimony of your camping experience. If you need brochures of information the camp director will be happy to assist you. **We also will be happy to come** to your church, organization, home or anywhere people will have us.

5. Get to know the camp staff. Be sure and meet with Pastor Larry & Joy to see how we might do a better job.

7. IDEAS

Remember **we are partners together** to reach underprivileged and at risk children. The cost of camp is not free. It costs an average of $300.00 per child to reach these kids. That includes staff cost, insurance, electric, taxes, food, camp maintenance and upkeep, any many other expenses. We at Camp Penuel raise money all year long so we can partner with you to reach hurting kids in your area. **The camp has been, is and will always remain free for kids to attend, as it is our mission.** Since the transportation arrangements and costs are your responsibility, we encourage you to **enlist church and/or community support** for such costs. WE DO NOT TAKE MONEY FROM THE KIDS OR THEIR PARENTS. Some groups have done bake sales, walk-a-thons, coin collection cans, car washes, yard sales, and any other kind of fund raiser you can imagine. These endeavors have been successful in raising funds and are fun events for the groups. Our website is full of videos you can use to promote the camp.

8. CAMP CLINIC

We have a camp clinic that is available in cases of accident, injury, and illness. Your campers must be accompanied by one of their counselors or the coordinator...they must not be sent to the nurse alone. **The counselor and/or coordinator must provide a detailed account of the accident or injury.** In the event that the counselor/coordinator is not aware of the details, they may bring a credible eyewitness.

We have given/sent you a form for medications, allergies, etc. that a camper may have. This must be completely filled out by the parent/guardian and **must be given to the nurse before any medications can be given.** Please make sure that any camper that has medications has had one of these forms completed by their parent/guardian.

There are certain requests our nurses have, and we expect you to adhere to them as much as it depends on you. If you have any questions, please direct them to the camp director. **Some groups bring their own nurse** to camp to oversee the medications and we encourage this as long as you let us know in advance.

1. **The camp clinic is open for general purposes from 7:00 am until 10:00 pm**. Bed time medication must be administered before 10:00 pm regardless of the activities.

2. As stated before, the counselor and/or coordinator must accompany the camper to the nurse for accidents, injuries, illnesses, and medication.

3. The nurses will document and give the final say when a child needs emergency hospital care. This is per our insurance company's requirements.

4. The nurse (now provided by each group that comes) should be available for 24 hour ***emergency*** purposes. Emergencies must be medical in nature...all other emergencies need to be dealt with by the camp director or group coordinator.

5. The moment you arrive, and not a moment later, all applications, medical forms. and medications must be delivered to the camp director. The camp director will then give the medical forms and medications to the nurse.

6. As you register campers (before leaving for Camp Penuel) make sure that the medical forms are completed and all medications are in the **original labeled bottles**, not in plastic bags. By law the nurse can only administer such medications as directed by a physician (whose directions are on the bottle from the pharmacy).

7. The nurses are valuable and vital to our staff team, as well as to you and your campers. Please treat them with the utmost respect and adhere to their direction. If you have questions or concerns, please consult the camp director.

8. The nurse is not required to provide you with drinking water. The supply in the clinic is for medical purposes only. There are water fountains for your drinking pleasure. You may also elect **to bring drinking water for your group** if the fountains are not sufficient.

9. The nurse sleeps in the clinic and, unfortunately, the walls are not sound proof. Those of your group in the dormitories need to abide by the lights out policy as well as all other cabins.

Thank you for your assistance in helping us maintain the best facilities and for being a good steward. God has blessed us tremendously and we are thankful for His goodness.

9. SAMPLE POSTER

The next page is a sample poster you can duplicate and use in your church, community, or civic centers. You can even make your own; this will not hurt our feelings in the least. Advertising properly and in a timely manner will ensure that you have an adequate amount of campers and counselors.

Camp Penuel

"Serving the inner cities of America since 1973"

Free Camping for Kids Ages 7-11

- Games
- Sports
- Nature Trail
- Swimming Pool
- Boats
- Puppets

Camp Penuel was incorporated in 1973 to provide Christ-centered camping to inner city kids ages 7-11. We are located on Highway 72 in the Arcadia Valley, Mo. For more information visit www.camp-penuel.org

Register for Camp Penuel at:

Location:_____

Time & Date:_____

For more information call:_____