



Agapé Day Camp

We bring camp to your congregation! **Agapé Day Camp** is a Monday-Friday (6 hours each day) summer program during which our trained summer counselors lead campers (rising 1st-8th graders) in games, songs, crafts, nature activities, Bible studies, and FUN! Your congregation provides lodging and food for the Agapé staff—we provide the quality staff and program.



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To learn more about Day Camp offered by Agapé ✝ Kure Beach Ministries, continue reading this packet. If you have questions, please call Katie at (919) 552-9421.

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**This collection of stapled pages is called
THE DAY CAMP PACKET.**

**We ask that every
SITE COORDINATOR
and
ALL DAY CAMP VOLUNTEERS
please read through these pages.**

**If you have questions,
please contact Katie.
(919) 552-9421
program@agapekurebeach.org**



AGAPÉ DAY CAMP INFORMATION PACKET

WELCOME to the exciting world of Day Camp. Agapé ☩ Kure Beach Ministries strives to provide the best quality Day Camping experience around. **Even if you are experienced in hosting one of our Day Camps, please take the time to read through this packet, just in case.** We hope you are as excited as we are about the dynamic ministry of Agapé ☩ Kure Beach Ministries Day Camping.



What is Agapé Day Camp?--We bring camp to your congregation!

Agapé ☩ Kure Beach Ministries runs a summer program called Day Camp. Congregations sign up for Day Camp with the Program Director. **Day Camp is a Monday-Friday, six hours a day program for rising 1st-8th graders led by our Agapé counselors and hosted by your congregation.** The counselors travel to your town to lead the campers in songs, games, Bible Studies, nature activities, crafts, and Biblically based as well as silly skits. During the Agapé staff's stay in your community, the congregation provides them with lodging, showers, and meals beginning Sunday evening through Friday lunch.

During your congregation's week of Day Camp, a team (usually 3-6) of trained Agapé summer counselors arrives at your congregation on a Sunday afternoon/evening. The Agapé staff unloads their equipment, eats dinner, meets with the church's Day Camp site coordinator, receives camper information and begins planning out Monday's schedule. The trained summer staff leads 5 days (Monday-Friday) of Day Camp with your congregation. At the end of each day, they will meet to plan the next day's activities based on what the campers in your congregation need. Throughout each day of Day Camp, volunteers from your congregation will be checking the campers in and out as well as preparing the daily snack. Helpers from your congregation may also be called upon to help guide a group of campers, aid in craft activities, or even be a character in a skit. ☺ At the end of the Day Camp day on Friday, the staff will finish packing up all equipment and will travel back to Camp Agapé for our end-of-the-week-all-staff Staff Meeting.

AGAPÉ ☩ KURE BEACH MINISTRIES MISSION STATEMENT

Agapé ☩ Kure Beach Ministries calls and gathers all peoples to experience the Spirit through unique, small-group encounters with Christ, in Creation and Community.

PHILOSOPHY AND PURPOSE OF DAY CAMP

Day Camp is a unique opportunity to join outdoor ministries with congregational ministries. Agapé ☩ Kure Beach Ministries will provide the staff and program which will allow the congregation to evangelize to the community through an experiential program for children entering first through eighth grade. The purpose of Day Camp is to provide congregations with a quality Christian outdoor ministry experience with a strong evangelism component at their site. While we hope young people become enthusiastic about camping, our bigger concern is to get them excited about congregational ministry. Our hope is that your Day Camp will be a program of youth evangelism for your church and the surrounding community. That is why congregational involvement is so important.

GOALS OF DAY CAMP PROGRAM

- Provide outdoor education in a small group experiential format
- Provide Christian role models of mature Christian staff
- Bring camp and the power of relational outdoor ministries to the congregational setting
- Build campers' self-esteem and identity as a child of God
- Provide opportunities for learning about God's creation and its wonders
- Provide fellowship and Christian education to congregation members and community children
- Strengthen leadership qualities amongst the middle school youth in your congregation and community and stress the importance of **service as a lifestyle**.



STRENGTH OF AGAPÉ DAY CAMP

The strength of our Day Camp program is the staff. Day Camps are staffed by a team of young adult counselors led by a Team Leader. Our summer staff is carefully selected for their Christian commitment and 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 your rising 1st-8th grade campers. Our emphasis is on offering quality Christian role models to young people.

STAFF ARRANGEMENT

Agapé Kure Beach Ministries is committed to the intimacy and sincerity of relationships built in small group settings, therefore we send counselors to day camp sites in a 1:8 counselor to camper ratio. For every team, we also send a Team Leader, who does not have campers, to support the other counselors and ensure we provide a quality program for your congregation. **Because of this, the largest team we can send out in one van is 5 staff (one team leader and four counselors) and therefore the maximum number of campers that can register for one day camp team is 32.** If you have more than 32 youth, you can book two separate Day Camp weeks, or you can book two Day camp *slots* for one week (10 staff total) and be able to serve a maximum of 64 campers.

DAILY SCHEDULE

Agapé Day Camp is designed to be a five-day program, Monday-Friday (with staff arriving Sunday), consisting of a maximum of six hours each day. Most congregations opt for a schedule of 9:00 a.m. to 3:00 p.m., but if the needs in your congregation would benefit from a different time of day (1:00 p.m. to 7:00 p.m. for example), we can gladly accommodate that. If your group consists mostly of younger children (grades 1-3) you may find that a shorter day would be better (perhaps 9:00-2:00).

Some churches find that offering a childcare service before and/or after each day is necessary to accommodate work schedules for the parents. If you decide that such an option needs to be given, the congregation provides the caregivers for these additional hours.

Our Day Camp teams are trained in how to lead your campers through a variety of activities, but we **purposefully** do not give our teams a pre-determined daily schedule with fixed activity times for each day of the week. During our staff training, our teams learn how to plan each day's activities based on the preferences and needs of that particular congregation's campers. At the end of each day, our Day Camp teams meet and process what went well and what they should change for the next day. The "meat and potatoes" of the Day Camp program remain consistent, but how the "meat and potatoes" are presented on the plate can be re-arranged. For example, if your campers really enjoy singing, they may sing extra songs during the openings and closings or even have a sing-a-long after lunch or plan a musical day during which campers create their own songs and sing them in a talent show. Our staff customizes the activities and flow of the Day Camp program to best fit your campers.

SAMPLE DAILY SCHEDULES

—times and flow of activities are subject to change
and dependent upon campers' needs—

Elementary Schedule

9:00 Daily Opening (songs, Biblically based skit presenting the daily theme)
 9:30 Day 1: Name Games, divide into age groups
 10:00 Bible Study
 10:30 Day 1: Active Game Time
 11:00 Story Time
 11:30 Singing
 11:45 Rest Room/Wash Hands
 12:00 Lunch
 12:30 Nature Activity
 1:10 Crafts
 1:45 Big Group Game Time
 2:15 Snack
 2:30 Daily Closing (songs, silly skit)
 3:00 Departure

Middle School Schedule

9:00 Daily Opening
 9:30 Team Building Exercises
 9:45 Craft
 10:15 Service Project #1*
 11:45 Clean Up for Lunch
12:00 Lunch
 12:30 Bible Study
 1:00 Games
 1:45 Nature Activity
2:15 Snack
2:30 Daily Closing
3:00 Departure

Italics are activities with younger groups

* Day Camp Coordinator should arrange for a minimum of 3 service projects for Middle School program.



NOTE: It is our experience that running a Day Camp program exceeding six hours of daily programming is less beneficial to the campers. In excess of six hours, young children become tired...likely resulting in conflicts with other campers. Keeping each day of Day Camp no longer than six hours helps prevent many disagreements and keeps the children focused and eager to participate, thus enhancing the experience for all participants. **A six hour day is the maximum daily program length--there are no exceptions.**

DAY CAMP'S BENEFITS TO YOUR CONGREGATION:



1. Provides a quality program for children in your congregation and community, facilitating spiritual, mental, emotional, and physical growth.
2. Acts as an evangelism tool that welcomes new families and youth into your congregation.
3. Creates good public relations in your community because you are helping to provide a service which many youth and parents will appreciate.
4. Strengthens the congregational community as you work together to prepare, plan, and execute the program.
5. Builds leaders in your Middle School youth as they grow in connectedness to the congregation and service to others.

CONGREGATION'S RESPONSIBILITIES:

1. Establish a small committee from the congregation to work with the A☩KB Ministries Day Camp staff in planning and preparation.
2. Meet (via phone conversation or personal visit) with the A☩KB Ministries Program Director at least once during the spring to make all arrangements for the program.
3. Handle all public relations, publicity and follow-up contacts to secure registrations.
4. **Provide a minimum of two adults on site each day to coordinate check-in/out, snacks, support counselor-led activities if needed, and handle emergencies. TWO ADULTS NEEDED FOR EVERY 20 CAMPERS, MINIMUM.** We require a minimum of two adults in case of an emergency. One adult would need to travel with the camper to the emergency room and the other adult would need to remain at the Day Camp site with the rest of the campers. These persons are required to be on site with the group during the entire day.
5. **All volunteers/helpers must be 16 years or older and must attend a brief orientation with our Agapé staff and your church's site coordinator on Sunday afternoon/evening.**
6. Provide all transportation to and from the site for all campers for field trips or off-site activities. Please note that North Carolina law requires booster seats for children in vehicles except for buses. **AGAPÉ WILL NOT TRANSPORT CAMPERS.**



Continued on following page...

CONGREGATION'S RESPONSIBILITIES **continued:**

7. Provide one snack (healthy, low-sugar snacks are suggested) each day for all participants, including staff.
8. Provide a sack lunch for all Agapé staff each day. (By sack lunch, we mean a lunch consisting of food similar to what the campers are eating. *I.e. we do not want to set the staff apart from the campers by having the staff eating steaks or hamburgers while the campers are eating peanut butter sandwiches.*)
9. Handle all registration in preparation for the Day Camp week and during the Day Camp week--including daily camper check-in and check-out.
10. Handle the distribution and collection of all camper health, permission, and profile forms. Provide these forms to the Team Leader **upon the staff's arrival, Sunday** (profiles do not help staff at all if they don't receive them with enough time to read them before the campers arrive).
11. The congregation may be asked to provide some basic craft supplies when projects are planned. For example, some years we have needed items such as newspapers, egg cartons, paper bags, scissors, crayons, etc. A letter from Agapé stating specific needs will be posted online in May.
12. Provide housing and meals for Agapé staff from Sunday dinner through Friday lunch. Arrangements for showers should be made for everyday as well. (Please see page 11 for more information on hosting Agapé staff.)
13. If your congregation chooses to include the middle school option in your Day Camp program, we ask that you arrange a minimum of three, **1-2 hour**, service projects for the Middle School Campers to perform during the week (More are encouraged ☺) If these projects are off your church's property, then the congregation is responsible for all transportation arrangements to and from the site.

**** Again, we ask that all volunteers involved read through this informational packet--it is our goal that everyone involved is aware of all expectations and responsibilities.**

**** We expect all church volunteers—before working with young children—to have had appropriate background checks completed by the congregation.**



AGAPÉ'S RESPONSIBILITIES:

1. Agapé will provide all reproducible originals of registration forms to be filled out by campers.
2. We will work with you to tailor the program to meet the needs & goals of your congregation.
3. Agapé will provide most craft and all recreational, musical, Bible study and environmental studies materials for the basic program.
4. The camp will provide a quality, trained staff at a counselor to camper ratio of 1:8 (not including the Team Leader).
5. Agapé will provide the basic daily schedule of activities.
6. We will close each week with a program for the parents and members of the congregation and community, if desired by the host congregation.
7. Because the organization of Agapé ☩ Kure Beach Ministries serves children, Agapé staff are mandatory reporters (as required by the state) regarding instances of potential child abuse in all its forms.

DAY CAMP IS DIFFERENT THAN VACATION BIBLE SCHOOL:

Agapé Day Camp is designed to be an outreach tool for your congregation and should not be confused with Vacation Bible School or daycare. Day Camp takes place in the community and not simply in the church. It is our hope that your congregation will be able to use Day Camp as an outreach/evangelism tool for your congregation. Most of each day's events are experiential in nature as opposed to classroom-oriented. Its less formal structure is based on the role modeling and relationship-building done between camper and staff. Program hours are intended to maximize the relationships between campers and staff; consequently, hours are limited. This program can and will have a profound influence on the participating campers, but in a different way than VBS.

AGE REQUIREMENTS:

Camp is strictly limited to those children who will be entering grades 1-8.

For the Day Camp program, we prepare and train our staff to work with campers who are at the concurrent age, maturity and level of social skills as rising first through eighth graders. Allowing younger children into the program constitutes a liability risk; therefore, there are **no exceptions** to the bottom age requirement.

Your congregation has the option of including your Middle School Students in the Day Camp program!

In order to cater the program effectively for the maturity level and social skills of rising sixth through eighth graders, your Middle School group counts as a minimum of 8 campers from your total, and increases by increments of 8. Example: your congregation has registered for a Day Camp with the maximum 32 campers with the Middle School option. So you can have 24 Elementary School campers and 8 Middle School campers, or 16 Elementary School campers and 16 Middle School campers, etc.

COST:

To host a Day Camp program, congregations pay a minimum fee for 20 campers (\$2,500.00 – \$125 per camper fee has been frozen from 2009).

The 21st camper is free to give the congregation an opportunity to provide a campership. A campership is similar to a scholarship...it provides campers with a reduced or free entrance fee. For every 20 campers registered, Agapé will provide one full campership. Otherwise stated, for every 20 campers registered, the 21st camper attends free. Congregations may choose to use that campership as one total free campership package or divide it into partial camperships to provide reduced-rate fees. (I.e.: one \$125.00 campership or four at \$31.25). After 21 campers, the cost per camper is \$125.00 per camper (fees have been frozen from 2009.)

Any additional charges such as field trip admission fees, park/pavilion rentals, or any other miscellaneous fees are the responsibility of the host congregation. **We suggest collecting a deposit from campers upon registration or soon thereafter to ensure attendance.** When people have invested in an activity, they are less likely to cancel their registration.

MINIMUM - MAXIMUM CAMPER ATTENDANCE:

If fewer than 20 campers attend, congregations are committed to paying the minimum Day Camp fee for 20 campers (\$2,500.00). Agapé will still run a Day Camp program with 12 campers in attendance. The Program Director and Site Coordinator will communicate and decide together how the congregation should proceed. **A☩KB Ministries may cancel the program for sites with fewer than 12 campers. After February 1st, if you decide to cancel your Day Camp week, you are committed to paying the minimum fees unless your slot can be filled by another congregation.**

The **maximum number of campers** attending each contracted week of Day Camp is **32**.

TRANSPORTATION:

Agapé ☩ Kure Beach Ministries is responsible for transporting the staff to and from the site and special trips as necessary. **Our staff will not transport campers in any vehicles.**

WHAT TO DO WITH MIDDLE SCHOOLERS?!?!

The Middle School option was a new element to our Day Camp program in 2011 and is a unique opportunity to strengthen the bonds in your congregation's youth groups and to begin building the leaders of the church. *It will require some extra planning from both Agapé, and your congregation. We provide team building exercises and challenges, and we require that at least three 1-2 hour service learning projects be arranged by the Site Coordinator, or another member of the congregation.* Middle School campers will still participate in the same (or similar) crafts, bible studies, and nature activities as the Elementary School campers, but their counselors will also lead them in trust activities, and leadership opportunities. Service work is a wonderful opportunity for the youth of your church to give back to the community, and can include yard work around the church, singing at a retirement home, volunteering at a food bank, or helping out at a sick or mobility-restricted congregation member's home. Be creative! The service element requires planning ahead, and the responsibility of arranging volunteer opportunities and transportation to and from the sites falls on the Site Coordinator. The trained Agapé staff will work alongside the youth and provide a positive role model for service work. Service is fun, and this is a wonderful opportunity to show the youth of your congregation and community the joy and power of service learning.

DAY CAMP SPECIAL EVENTS:

Because we want Day Camp to be a positive, wholistic experience, we encourage any of the following activities, if possible, in your area, but **we suggest taking only one or two trips. These can add to the program, but are not necessary.** Please note: Tuesday, Wednesday and Thursday are the best days to take any trips away from the Day Camp site/church--Mondays and Fridays are important days to be at the site/church.



Area Parks:

Area parks can be a valuable resource in providing a pleasant learning and recreational area for all or part of a programmed day. A park must have the following facilities in order to use it for a full day:

- * Pavilion or shelter for lunch and in case of inclement weather
- * Rest room facility
- * Water faucet
- * Nearby telephone (or reliable cell phones with the group)

Recreational Trips:

If there is a nearby **guarded** pool or beach, it may be an enjoyable afternoon activity location (Lifeguards must hold current Red Cross or equivalent certification). Private residence pools also require a lifeguard with current certification.



Field Trips:

For extra opportunities to learn...trips to parks, nature centers, libraries, fire stations or local historical sites can be informative and interesting to campers.

Recreational Trips and Field Trips both require arranging transportation (remember, the Agapé staff cannot legally transport campers) and filling out parental permission slips.



Special Guests: Sometimes it just is not possible to transport campers for field trips, and it may work better to invite community people in to talk with the campers. A naturalist, fire chief, or police officer are some suggestions. Your pastor may wish to be a special guest one or more times during the week, or perhaps a member of the congregation would like to share a special skill or interest with the children.

Overnights:

Your congregation may wish to have the Agapé ☩ Kure Beach Ministries staff host an overnight at your church. Overnights are a special way for 5th through 8th graders to bond more, and can provide incentive for younger campers to return in following years. Staff will play games with your youth, watch movies, and make sure they go to bed at a reasonable hour. ☺ We ask that you have at least one adult either present at the overnight, or “on-call” available for the team to contact in case of emergencies.

Special Program Options: You may wish to invite families, friends, congregation members, and folks from the community to come to a special program. The event would be planned and led by Agapé staff, and the congregation would be responsible for the invitations. The program could take place on Thursday evening or on Friday during the last hour of the Day Camp program.

These ideas are simply that -- ideas. If none of the suggestions are desirable or workable in your situation, that's okay. We simply want to help you be aware of the local resources that can make your Day Camp experience unique.

HOW DOES A CONGREGATION HOST THE AGAPÉ DAY CAMP STAFF?

A team of counselors will be traveling to your community to stay with your congregation for the week. The number of staff we send is dependent upon how many campers are coming to your Day Camp (our counselor to camper ratio is 1:8 plus the addition of the Team Leader). *Typically, we do not finalize who will be traveling to your church until the week before your Day Camp. We will call you early the week prior to your day camp with this information.* Below are some guidelines for hosting the Agapé summer staff.

Housing:

The Agapé Day Camp team will need housing for Sunday night through Thursday night. **It is essential that the entire team be housed in one location.** Typically there is only one vehicle and one driver amongst the team...housing them in one location simplifies their transportation as well as their daily staff meetings. Housing options include:

- Housing the staff in the church--in Sunday School classrooms, youth rooms, or even the basement. The Day Camp staff is prepared with sleeping bags and mats.
- Finding a congregation member willing to open their home to 3-5 young adults for the week.
- Due to allergy/asthma sensitivities, we ask that host homes be non-smoking households.

Showers:

Staff will need access to showers daily during the week. Options include:

- Showering in various homes in the evenings--this is sometimes coordinated with dinners at members' homes (Staff need to be able to return to wherever they are sleeping by about 8:00 p.m.)
- Using a local YMCA or health club (congregation makes arrangements in advance).

Food:

The staff will need to have meals or groceries and supplies to make meals from Sunday evening (dinner) through Friday noon (lunch).

Breakfasts: Most often done by leaving the Day Camp team things to prepare their own meals such as: *milk and cereal, juice, eggs, muffins or bagels, fruit, etc.*

Lunches: 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 such as: *lunch sacks, zip-lock baggies, juice or Gatorade, sandwich fixins' (bread, PBJ or lunch meats, cheeses, lettuce, tomato, mayonnaise), fruit, veggies, yogurt, salads, chips, pudding, cookies, etc.*

Dinners: Evening meal options include eating in homes, having food brought to their housing location, or being provided with money to go out to eat or to make their own dinner.

Guidelines for families hosting Day Camp staff for Dinner:

- Staff should receive clear directions to the host home or have someone lead or transport them to the home.
- Please do not feel as if you need to entertain the staff. They would often prefer a relaxed time in your home—they've had busy days.
- Menu—most staff will eat anything. At times we do have staff who are vegetarians or have food allergies, and we will notify you **the week prior** to your Day Camp program about any special diets.
- It is important to return the staff to their lodging location by 8:00 p.m. each evening. They will still need evening time to plan or review 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 Team Leader to make sure it will allow the team adequate planning time.

CONGREGATIONAL VOLUNTEERS and THEIR RESPONSIBILITIES

To run the Day Camp "it takes a village." ☺ During your Day Camp week, we will send a team of counselors to your town to run the program, but for the Day Camp to be successful, additional help is needed before and during (and even after) the Day Camp week. The various roles and tasks are listed below.

**** All volunteers/helpers must be 16 years or older and must attend a brief orientation with our Agapé staff and your church's site coordinator on Sunday afternoon/evening. Helpers under 18 years of age will work with campers in grades 1-5 in order to help define camper/helper roles.**

Day Camp Coordinator: The Coordinator is a person from the sponsoring congregation, who is either a church staff person or a volunteer. His/her job is to determine the needs of the church and to coordinate the congregational responsibilities in preparing for this program. Several adults may share these responsibilities.

In preparation for Day Camp, this person:

- Coordinates the registration of campers
- Coordinates snack and beverage arrangements for the week (for campers and staff)
- Secures needed craft items
- Plans field trips and guest speakers, if desired
- Arranges for any necessary camper transportation
- Secures and confirms lodging, shower, and meal arrangements for the Day Camp team
- Arrange for a min. of 3 1-2 hour service projects (for Middle Sch)

During the Day Camp week, this person:

- Works directly with the Day Camp team, especially the Day Camp Team Leader to assist with campers and cabin group activities if needed.
- 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
- Makes sure snacks and beverages are present when and where needed
- Checks campers in and out each day to make sure campers go home with their parents or parent-designated drivers.

Emergency Helper: In case of injury, one adult per 20 campers (in addition to the Coordinator) is needed to provide emergency transportation. This person should be aware of the nearest medical help center and how to get there, and be available to take campers home who become ill. The Day Camp Coordinator can serve as emergency transporter if there is another adult available on-site, such as the pastor or church receptionist. This person must be on-site and available to the group during the entire program day.

Providers: Adults are needed help with lunch, and to prepare, serve, and clean up after the afternoon snack. (Snacks can be prepared by persons other than those who serve them--i.e. circles, youth groups, etc.)

Other volunteers: Depending on the arrangements decided within your church, you may need volunteers within your congregation to provide meals or housing to the Agapé staff or snacks for the campers.

PUBLICITY IDEAS to GET CAMPERS SIGNED UP

Publicity is **one of the most important WINTER and SPRING activities in making a Day Camp successful** (Day Camp is nothing without the children). Marketing experts say that it takes at least SEVEN exposures to an advertisement before one will act on it. For a congregational and community event like Day Camp, this means that a few weeks on a bulletin announcement will not produce your desired attendance. Our advice. . . start early and keep up with it.

IN THE COMMUNITY

Media:

To use more effectively the Day Camp as an outreach tool, you may want to gear your publicity to include media such as newspapers, radio, etc.

- Newspaper: The local newspaper is often happy to print short articles about church events. For example, *The Triangle Observer*, which is a supplement to *The Raleigh News and Observer*, regularly prints church activities and special summer church/camp events. The community news section of town papers is another good source for publicity.
- Radio/TV: Believe it or not, your Day Camp could be promoted on TV or radio at no cost. In order to keep their licenses, stations must do a certain amount of service to the community. One way they do this is to advertise community events for free. Call your local station for more information.

Cover the Neighborhood:

Signs, leaflets, and posters throughout the neighborhood can help promote the camp. Other churches can also be invited to participate. Give an open invitation to your congregation to invite their neighbors to participate in this event (do this several times, especially to those you have already signed up).

Direct Mail:

This publicity piece could be developed especially for families with children of Day Camp age to explain the concept more fully and hopefully encourage them to register. Be sure to include a registration form or some way for parents to contact you.

SIMPLY ASK, FACE TO FACE



PERSONALLY ASK PARENTS WITH CHILDREN YOU KNOW IN THE CORRECT AGE LEVELS. THIS IS BY FAR THE MOST EFFECTIVE METHOD OF RECRUITING. Be sure to ask early, and then they can help recruit friends. They might need to be reminded every now and then to ask their friends.

PUBLICITY IDEAS CONTINUED...

AROUND THE CHURCH

Put up posters and signs to advertise the event, or perhaps an entire bulletin board can be devoted to Day Camp. Closer to the actual start date, a large sign could be placed outside the church to invite the entire community. **Choose a Sunday to set up a table in the narthex and have someone there to talk about the program and collect registrations** (charge a deposit fee; people are less likely to back out when they have committed even a small amount of money like \$10).

In the Bulletin:

Regular announcements in your church bulletin will keep the Day Camp before the congregational eye. Inserts and the registration form could also be used to promote the event.

In the Newsletter:

Publish a page of information about Day Camp in the congregational newsletter as early as January or February. This will give people a chance to learn more about the event and to block out the time on their busy schedules.

The newsletter article should contain information on the curriculum and program, Agapé † Kure Beach Ministries and its staff, and of course, the dates and times. The registration form, located at the end of this packet, could be a part of this publicity.

If you are including the Middle School Option, ask members of your congregation for simple service projects, yard clean-up, painting, etc.

Temple Talks:

Temple talks during the worship service or Sunday school classes for children and adults are an excellent way to present the program directly to the congregation. The talk does not have to be lengthy; three to four minutes will do. Be sure to have additional information for parents as they exit the sanctuary after worship. You may want to use your temple talk to begin your registration drive and have a table set up in the narthex to give out more information and sign up interested campers.

We are eager to help you promote in person. You can add to your temple talk by inviting a representative from Agapé † Kure Beach Ministries to present it. Just call the camp office at (919) 552-9421 to set up a date. Couple your temple talk with an insert in the bulletin and you will really get their attention.

REMEMBER...

Day Camp is a fairly new concept for many congregations in North Carolina. People will be unsure of exactly what it is, who runs it, what happens there, and why they should "buy" into it. Telling people about camp and its benefits for your children and your church is probably your most important job in getting ready for the event. Agapé † Kure Beach Ministries is very eager to see that you are successful, and we will help you in any way we can. Feel free to reproduce any of the materials we have sent you and call us for help if you need it.

REGISTRATION PROCESS FOR DAY CAMPERS

One of the church's responsibilities is advanced registration of campers. Agapé † Kure Beach Ministries has developed the following procedures to assist you in doing this:

Advanced Registration:

Advanced registration for your Day Camp takes two forms: a Registration/Profile Form and the Health History Form. The Registration/Profile Form is included in this packet and can be used as a part of your publicity. Good places to use this would be your newsletter, as a bulletin insert, or a special mailing.

Another way to handle advanced registration is to have a Day Camp display at church on several Sunday mornings. A church member or the Day Camp Coordinator could be available to answer questions, distribute information, and take registrations. This could occur between services, during or after Sunday school, or after worship.

Registration Materials: *If you have run our Day Camp before, please make sure you have this year's registration materials, as changes may occur.*

The following forms are included within this packet—

1. The **Registration/Profile Form** gives you the information you will need to send campers additional information and prepare for your Day Camp.
2. The **Day Camp Health History Form** details important information on each camper's health history and provides emergency contact information.

No camper may attend Day Camp without this form completed and signed.

The following forms are downloadable separately on our website or can be mailed to you upon request—

3. The **Field Trip Permission Form** informs the parents of field trips being planned and gives permission for the child to attend and use whatever means of transportation appropriate. These must be completed, signed, and returned to your coordinator before the start of the event.
4. The **Registration Record** is a form designed to assist you in keeping track of registrations, deposits, forms and camper numbers.
5. The **Attendance Record** is to be used each day of the event. Parents are required to sign their campers in and out each day to be sure campers leave with the correct adult.
6. The **Alternate Pick-up Form** is designed so parents can give written instructions when someone else will be picking up a camper.

All of these forms should be kept by the Day Camp Coordinator until the start of your Day Camp week. When you meet with the Agapé staff on the Sunday before your Day Camp week, please **give to the Agapé staff, the completed Registration/Profiles Forms and the Health History Forms**. The Day Camp counselors will use the information to best divide the campers into groups. The Day Camp Team Leader must hold onto the Health Forms during the week in case of an emergency.

At the end of the Day Camp week, **the Day Camp Team Leader will return the Registration/Profile Forms to your congregation's coordinator**--keep and use these forms as a camper base for the next summer. **The Agapé staff will keep the Health Forms**--we are required to keep camper Health Forms on file.

All registration materials are downloadable on our website: www.agapekurebeach.org. We can also mail forms to you upon request. They are in reproducible format. We ask that you make copies as you find it necessary. **The Health History forms will be collected for Agapé † Kure Beach Ministries' records.**

EVANGELISM CHECKLIST (for follow-up after your day camp week)

Use the following checklist as suggested ways to follow-up on evangelism contacts made with families whose children enrolled in a Day Camp program. These are simply suggestions; you, as members, may have other effective ways to pursue new leads.

- 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.
- Two weeks after the Day Camp program ends members of the evangelism committee or the pastor make personal contact with each family. Be sure to invite them as guests to such events as Rally Day or church picnics.
- 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 the message up to seven times.)
- As soon as 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.)

We hope your congregation will be able to use the Day Camp program as a tool in your congregation's outreach to the community. Alone, it is not the answer to evangelism, but working the Day Camp into an on-going evangelism program can be very effective.



REVIEW and TIME LINE of REGISTRATION PROCESS and PAYMENTS

- Beginning in the fall, reserve a week of Day Camp.
Send to camp your completed registration form along with your completed contract and **\$100.00 holding deposit** (this is applied to your total balance due).
- We will confirm your Day Camp week and verify your estimated number of campers.
- After your registration is complete, download the following forms from our website www.agapekurebeach.org or request that we send them to you:
 - ◆ Camper Registration/Profile form
 - ◆ Camper Health History form
 - ◆ Field Trip Permission form
 - ◆ Alternate Adult Pick-up form
 - ◆ Coordinator's Registration Record sheet
- A non-refundable payment of **\$1,150.00** is due on or before **February 1st** (if you haven't sent in a \$100 holding deposit, then **\$1,250.00** is due)

Upon signing your contract, after **February 1st**, your deposits are considered non-refundable and you are committed to paying the total minimum Day Camp fee--**\$2,500.00**.

- If you are a first time Day Camp church or if your church has changed venues, we will set up a date to meet with your coordinator and tour your facilities--usually in April. If you are a returning Day Camp church, we will review your facilities in a phone conversation.
- Also in April-May, you can download information about the summer curriculum theme for advertising purposes, a sample letter to parents, and information on any craft needs. Again, these papers can also be mailed to you upon your request.
- Your next non-refundable payment of **\$1,250.00** is due on or before **May 1st**.
After this payment, your total amount paid to camp should equal the minimum fee for 21 campers--\$2,500.00.
- A week** or two prior to your Day Camp we will call you to confirm:
 - Final number of your congregation's registered Day Campers
 - Our Day Camp Team's arrival time
 - The number and names of arriving staff and any special staff dietary needs or allergies
 - Other details of your Day Camp week...i.e. field trips, host information, etc.
- If more than 21 campers attend your Day Camp, the cost per each camper over 21 campers is **\$125.00**. The balance is due by the last day of your Day Camp week. The Day Camp Team Leader can collect a check for this balance due. Please write one check payable to Agapé ☩ Kure Beach Ministries.

Remember, the Day Camp Team Leader will be keeping the camper's Health Forms for Agapé's records, but the camper Registration/Profile forms should be kept by your congregation.

If you should have any questions about Day Camp throughout the registration and preparation time, please call or e-mail Katie at (919) 552-9421 program@agapekurebeach.org ☺

Summer Day Camp Registration Form

Camper Name _____
Last First Middle

Address _____

(919)552-9421



Telephone () _____

E-mail address _____

Date of Birth _____ Age _____ Grade Entering _____ (must be 1st-5th)

Name of Home Congregation _____

Profile Information

The following information is helpful to our camp staff in getting to know campers better and more quickly:

Preferred Nickname: _____ Pet(s)Name(s): _____

Brothers/ Sisters (names and ages): _____

Special Interests or Hobbies: _____

My child most easily relates to [] males [] females. My child is: [] out-going [] quiet and shy in groups.

Concerns, allergies, or anything that the Day Camp staff should be aware of: _____

To be answered by camper: "The #1 thing I hope we do at Day Camp is... _____."

Permission (This section must be signed in order for your child to attend camp)

_____ HAS MY PERMISSION TO ATTEND DAY CAMP.

Parent/Guardian's Signature

please print Parent/Guardian name here

Check this box if you DO NOT give permission for Agapé ✠ Kure Beach Ministries to use pictures of your child for promotional purposes (camp brochure, web site, staff recruiting display, etc.)

Date

Return completed form to your church's Day Camp Coordinator

AGAPÉ DAY CAMP REGISTRATION FORM

1. Fill out the registration form below completely with your congregation's and your own contact information.
2. Fill out, read through, and sign the contract on the next page.
3. Mail the bottom of this registration form and your contract along with your \$100.00 holding deposit to:
Agapé ☩ Kure Beach Ministries/ATTN: DAY CAMP/1369 Tyler Dewar Lane/Fuquay-Varina, NC 27526

Agapé Day Camp dates for Summer 2012:

Week 1—June 10-15	3 slots
Week 2—June 17-22	3 slots
Week 3—June 24-29	3 slots
Week 4—July 1- 6	3 slots
Week 5—July 8-13	3 slots
Week 6—July 15-20	3 slots
Week 7—July 22-27	3 slots
Week 8—July 29- Aug 3	3 slots
Week 9—Aug 5-10	TBD

Example for RETURNING DAY CAMPS:
 To reserve dates you may have traditionally held with Agapé, you must have your \$100.00 holding deposit and paperwork in by **September 30th**. For instance, if you held an Agapé Day Camp on **June 12-17 in 2011**, you have the **first** opportunity to reserve **June 10-15 in 2012, as long as** your registration and deposit are in by **September 30th, 2011**. **Please note that we cannot guarantee that all first choice preferences will be granted.**

4. You will receive confirmation of your Day Camp date after **September 30th**. Please contact Katie (919) 552-9421 if you are unclear about these reservation policies.

Agapé ☩ Kure Beach Ministries looks forward to the opportunity to serve your congregation and community in this exciting Day Camp program!

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2012 AGAPÉ DAY CAMP REGISTRATION

Name of church(es) participating: _____

Site church: _____

Address _____

Church phone: _____

e-mail: _____

Pastor: _____

Mail DC info to church

DC Coordinator(s): _____

Home address: _____

Daytime phone: _____

Evening phone: _____

e-mail: _____

Mail DC info to my home

Reminder: As part of our continuing efforts to conserve the resources of God's creation, we are posting all Day Camp information on our website: www.agapekurebeach.org The forms and fliers are available for you to print and reproduce as you need. If you would rather receive paper copies in the mail, we can also do that. Please check a box to make your choice:

Please mail me the Day Camp papers. I will use the website to obtain papers/forms.

AGAPÉ DAY CAMP CONTRACT 2012

This contract is entered into by Agapé ☩ Kure Beach Ministries and _____
Church Town

Day Camp Program Dates: 1st choice _____ 2nd _____ 3rd _____

Estimated number of participants: Min-Max Camper Range _____

Agapé ☩ Kure Beach Ministries will provide:

- A quality trained staff of Counselors and one Day Camp Team Leader.
- Availability of staff from Sunday 5:00 p.m. through 3:00 p.m. Friday.
- Supplies and resources as specified in the five-day curriculum.
- Pre-camp planning meetings as requested by the congregation.
- A copy of all required registration and release forms to be reproduced as needed.
- A sample of promotional material to be used.
- A closing program on Thursday or Friday.
- Five days (six hours per day) of quality, relationship-based programming for children entering grades 1-8.

(919) 552-9421



Participating congregations will provide:

- Housing and all meals for the Agapé staff from Sunday evening (dinner) through Friday afternoon (lunch).
- A site coordinator/committee that will meet/talk with an Agapé representative in advance of the camp week to plan/finalize details.
- Handling of all registration (including the collecting of health and release forms) and being present to check campers in and out every morning.
- Handling of the distribution of all public relations materials.
- Arranging and serving of camper snacks daily.
- All necessary transportation for campers to and from the daily sites.
- On-site coordinators in sufficient numbers to be present throughout the Day Camp day to assist with emergencies, support Agapé staff with campers as needed, and oversee activity arrangements (minimum **2 adults** for every 20 campers).
- Copies of this packet to all Day Camp volunteers as well as information requiring them to participate in an orientation with Agapé staff before serving in the Day Camp program.
- Adherence to the American Camp Association (ACA) and Agapé standards for health and safety regarding the Day Camp program.
- **FINANCIAL OBLIGATIONS –**
 - A **\$100** deposit to secure your date for returning day camps by September 30th.
 - A **\$1,250.00** payment (\$1,150.00 for returning day camps who have previously paid a \$100 deposit) upon the signing of this contract--due on or before **February 1st**.
 - A second non-refundable payment of **\$1,250.00**, due by **May 1st**.
 - Final balance of campers numbering over 21 at **\$125.00** each due by Friday of the scheduled Day Camp week
 - **After February 1st you are committed to paying the minimum total fee of \$2,500.00 as described in the lines above.**

Failure of Agapé to meet their responsibilities can result in withholding the payment due.

Failure of the congregation to meet their responsibilities can result in the removal of the Day Camp team, cancellation of the Day Camp program and/or financial obligations.

☩ I have read through the Agapé ☩ Kure Beach Ministries Day Camp packet and this contract and agree to abide by the guidelines set forth within these pages in mutual commitment to sharing the Gospel of Jesus Christ with all people. I agree to inform A☩KB Ministries as soon as possible if our congregation must cancel hosting a Day Camp. I understand that if we must cancel after **February 1st**, we are still committed to paying the full minimum Day Camp fee of **\$2,500.00**.

Congregational Representative

Date

Please return this contract to camp and keep a copy of this contract for your records.

Agapé ☩ Kure Beach Ministries – 1369 Tyler Dewar Ln. – Fuquay-Varina, NC 27526