

**West Texas District**

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**Kids Camp July 15-19**

**Arrowhead Camp - Glen Rose, TX**

**ACTIVATE**

**kids camp 19**

**Church Leader's Packet**

# The SCOOP!

(Details are explained more fully in this packet)

**WHERE:** Arrowhead Camp- located 4.4 miles north on FM 199 off of Hwy. 67, between Cleburne and Glen Rose.

**WHEN:** Kids Camp July 15-19, 2019

**COSTS:** 2019

- **REGULAR = \$220** Registered by June 1
- **LATE = \$260** Registration ends July 7
- **COUNSELORS & INTERNS = \$100 per worker** Registered by June 15
- **CREW = \$75 per member** Registered by June 15

## Special Information:

- Pre-registration for camp is due prior to the beginning of camp.
- All fees are non-refundable but transferable.
- Late registrations will be accepted on a first come first serve basis according to counselor availability. Room preference will be honored only if a bed is open in the requested cabin.
- Children with physical and emotional needs (seizures, asthma, etc.) require a little extra attention. Please explain any and all special needs on the application and contact a director. This will allow us the opportunity to prepare for these children.
- Kids camp staff cannot provide transportation to or from the camp for any children.
- **If a church is sending children for both tracks (primary 1<sup>st</sup>-3<sup>rd</sup> / junior 4<sup>th</sup>-6<sup>th</sup>) they need to send counselors to cover each track.**

## Counselors / Interns / CREW:

1. Counselors must be at least 18 years old. Interns serve as junior counselors and must be 16 years old. CREW members serve on the directors' team and must be 16 years old.
2. Must register online and have a pastor's recommendation.
3. Must complete the MinistrySafe training program and have a completed certificate on file with the camp registrar, Renae Fowler.
4. Must have a current background check on file with the camp registrar, Renae Fowler.

# CAMPER PACKING LIST:

- BIBLE
- Sleeping bag or bedding with pillow
- Tennis shoes (especially for hiking and game times or daily challenges)
- Bath items: shampoo, soap, towels, etc.
- Toothpaste and toothbrush
- Deodorant
- Swimsuit, towel, and sunscreen
- Play clothes: shorts, t-shirts, etc.  
(Keep in mind that we get dirty and sometimes clothes get lost or stained. Please also remember that this is a church camp and all children need to be dressed appropriately - no spaghetti straps, make sure all shorts are the proper length, no 2 piece swimsuits or a cover up if your child wears a bikini, etc.)
- Chapel clothes - clean clothes for chapel each evening (Please don't send really dress-up type clothes.)
  - Boys - clean shirts & shorts or jeans
  - Girls - clean shirts, shorts, jeans, or summer dresses
- Snack Shack money - The snack shack will be open during the day. There is also a souvenir shop with t-shirts, small toys, etc. Please send smaller bills for the snack shack and souvenir shop.
- Extra items suggested by counselors over the years: Clock, bug spray, water bottle, cup, night light, extra towel for bath mat.

## SPECIAL NOTE TO PARENTS:

**MAIL** – In an effort to improve on communication problems that can occur due to homesickness, we want to encourage parents to send daily postcards to their children. We suggest that you prepare and mail cards a week prior to the opening of camp so that they begin receiving them on day one. This daily link to you will help your child feel more secure and be able to stay focused on the activities and fun especially designed for them. There is no guarantee that your child will receive mail that comes after the closing day of camp.

Camp Address: **Arrowhead Camp & Retreat Center**  
5236 N. FM 199  
Cleburne, TX 7603

### **EMAIL your camper!**

Send to [campermail@arrowheadcamp.org](mailto:campermail@arrowheadcamp.org)

- Place your camper's name in the subject line. An e-mail with a blank subject line will not be delivered.
- Write your message.
- **Please do not send e-mails prior to camper's arrival.** E-mails will be delivered any day your camper is on the campground **except** the last day of camp.
- E-mail will be checked twice daily and delivered to camp directors except for the last day of camp.

**Phone** – THERE IS NO PHONE available for your child to call home. The pastor at the church sponsoring your child has the phone number to Camp Arrowhead for emergency use only. All cell phones brought by campers will be turned in at the registration office and used on an as needed basis. If you have any questions about this policy, please call Jennifer Sommers at 817-297-7003.

**Travel**– The West Texas ACTIVATE kids camp staff are not responsible or able to drive campers to or from camp. If a need arises and church's want to help each other get kids to or from camp ALL of these arrangements must be made between the church leaders prior to the week of camp.

# IMPORTANT PASTOR'S NOTE

## Background Checks

TEXAS STATE LAW requires us to have a background check on each counselor at camp. I will work with you to help you accomplish this task, but each church will be responsible for doing this check on each of your counselors.

Procedures for conducting background checks are as follow

1. Enter the web site address:  
[https://records.txdps.state.tx.us/dps\\_web/Portal/index.aspx](https://records.txdps.state.tx.us/dps_web/Portal/index.aspx)
2. Look on the left side and select **New Account**.
3. Read thru the information and follow the steps to set up your user account. This is where you create your user ID and password. Write this down and put it in a secure place for the next time.
4. Sign in; on the left side click on **Criminal History**, click on **Purchase Credits** and buy credits to do your search. You will need 1 credit for each search performed. The cost of each credit is approximately \$3.00. There is a handling charge each time you buy credits.
5. Follow instructions to purchase credits; print receipt.
6. After purchasing credits, click on **BACK** at the top left of the page & go to the left side of the page under **Criminal History**; click on **search under criminal history** & read the **Web-site Caveats**, then click on the **agree to terms** line.
7. Type in data for the 1<sup>st</sup> person being searched.
8. Print the information received. Your information should be similar to the form on the back of this page with the 'Texas Department of Public Safety' symbol at the top.
9. Attach your background check to each **Pastoral Recommendation** and the **MinistrySafe certificate** and mail to the Camp Registrar Renae Fowler  
**Renae Fowler 401 Brasenose St. Crowley, TX 76036**  
#817-939-3960 or [rfowler@fwf.org](mailto:rfowler@fwf.org)
10. If you are searching another person, go to the top, click on search, and follow the above procedures again.

\*Please note that I will do all I can to help you with this requirement. If you need assistance with the above steps or if it is difficult for you to access the internet just let me know and I will be glad to help you!

## Pastoral Recommendations

Pastors, we are asking you to take your time when completing the required **Pastoral Recommendations** for your church people that are coming to serve at kid's camp. We do not know your people and are relying on your honest and truthful recommendation for your people to help keep our kids safe at camp. If you wouldn't invite them to watch your personal children please do not send them to camp.

# Counselor Application Children's Camp Pastoral Recommendation

PASTORS,

Please complete the ENTIRE portion of this application. This will be kept in strictest confidence. Texas State Law requires us to have a recommendation and a background check for each counselor and staff member on file. If you have a person applying that you do not recommend, it is the responsibility of the church to make sure that person is informed. Any person that is not recommended by their pastor will be referred back to their church. Children's Camp is not a spiritual training time for adults or teens, but is a week of dedicated Christian workers training our children. If you feel there is nothing to explain, you may leave that blank. Please consider this application seriously and prayerfully. THANK YOU!

Applicant Name \_\_\_\_\_ Church \_\_\_\_\_

Does applicant attend church regularly & are they an active member of your church? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain \_\_\_\_\_

How long has applicant been an active member of your church? \_\_\_\_\_

Do you know what their family life is like? Have you seen any concerns that might involve sexual or physical abuse? \_\_\_\_\_

What experience does the applicant have in working with the children of your church? (please explain) \_\_\_\_\_

Does the applicant relate well to children? (please explain) \_\_\_\_\_

Does the applicant have any habits that would be undesirable at a Christian Children's Camp such as smoking, tobacco, e-cigarettes, vaping, alcohol, or anything else? (If so, please explain) \_\_\_\_\_

Do you have any red flags considering this applicant for the position of counselor, intern, crew member, or staff at Children's Camp? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain \_\_\_\_\_

Does the applicant have the physical capabilities to keep up with the children during all of the strenuous activities of camp such as hiking, climbing, swimming, river rafting, etc.? \_\_\_\_\_ Yes \_\_\_\_\_ No Explain \_\_\_\_\_

DO YOU AS A PASTOR RECOMMEND THE APPLICANT FOR THIS POSITION AS CHRISTIAN CHILDREN'S CAMP COUNSELOR?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Please write a brief summary explaining why you do or do not recommend the applicant for this position: \_\_\_\_\_

Pastor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Thank you for your time and careful consideration of this applicant. The quality of counselors is extremely important and we greatly appreciate your help in this matter.

Please mail applications to:

**Renaee Fowler**  
**401 Brasenose St.**  
**Crowley, TX, 76036**

**HOME PHONE: (817) 939-3960**



# MINISTRYSAFE

## CHILD SEXUAL ABUSE AWARENESS TRAINING

**ALL Camp Counselors and Staff must have a completed examination and certificate on file with Renae Fowler**

**What is MinistrySafe?**

The child sexual abuse training program used by the West Texas District Children's Camp for all of their counselors, interns, and staff members

**How do I get trained?**

Send your email address and church you will be attending camp with to Renae Fowler or Becky Adams (contact information below)

**How often do I need to be trained?**

Your certificate must be updated every two years

**How much does the training cost?**

\$5 for each person being trained

**Where do I get trained?**

The training is done online and Renae or Jennifer will send you the link via email.

**Questions:**

Contact: Renae Fowler 817.939.3960 [rfowler@fwf.org](mailto:rfowler@fwf.org) or Becky Adams 432.770.2622 and [becky.adams@lantana.church](mailto:becky.adams@lantana.church)

**Training Information:**

This training is approved by the Texas Department of State Health Services for purposes of satisfying the requirements of the Texas Youth Camp Act. Certificates of Completion are required for all youth camp staff and volunteers. Training Course Approval No. YC06-0034.

# COUNSELORS, TEEN INTERNS & CREW MEMBERS REGISTER @ [www.westexnaz.org](http://www.westexnaz.org)

ACTIVATE kids camp – July 15-19  
Deadline for applications is June 15!

Mail Fees:

Candace Clem  
5437 46<sup>th</sup> Street  
Lubbock, TX 79414

Mail Forms:

Renae Fowler  
401 Brasenose St.  
Crowley, TX 76036

*Special Note:*

*If you bring kids to camp we need YOU to supply counselors for them. We are not able to provide counselors for the campers from your church. It is each church's responsibility to provide counselors for their campers. 1 counselor per track and gender is needed. Ex. You bring 3 primary girls and 2 primary boys and 5 junior girls and 4 junior boys. You will bring 1 counselor for each group – 1 PR girls, 1 PR boys, 1 JR girls and 1 JR boys – 4 total counselors. Ratio is 1 counselor for every 7 kids in that track.*

## Counselor, Teen Intern & CREW Requirements:

- Counselors - must be at least 18 years old. Teen interns and CREW members – 16 years old.
- **Paperwork required for each Counselor, Teen Intern & CREW member:**
  - Completed MinistrySafe training certificate
  - Background Check
  - Pastor recommendation
- All counselors, interns and CREW members must be physically strong enough to participate in all outside activities such as hiking, climbing, swimming, etc.
- **Costs for Counselors, Teen Interns & CREW members:**
  - Churches, we need your help! Send \$100 for each counselor & teen intern you send per week.
  - CREW members fees are \$75 for the week.
  - If a church sends more than 1 counselor per 7 children they will be charged full price for that counselor
- A limited number of teens will be used in support staff positions. Contact Jennifer Sommers at 817.919.8078 or [jsommers@fwf.org](mailto:jsommers@fwf.org) to see if there is a place **before** they register. Thank you!

# **THE "CREW" JOB DESCRIPTION**

1. Be prepared to be a SERVANT OF CHRIST. All CREW members must be 16 years old. The CREW will be expected to come as an adult role model for campers.
2. Be prepared to fulfill a variety of support staff positions. This may include activity leader, "gopher" for the directors, help lead spiritual activities during camp, etc.
3. Be prepared to participate (joyfully) in all assigned activities. Campers love to have adults/teens be part of their activities so have fun!
4. Be prepared to have the same privileges as the adult counselors. Enjoy the hospitality room during your breaks.
5. Be prepared to attend all daily CREW meetings and wear your CREW shirt each day while serving. (T – red / W – gray / R – blue)
6. Be prepared to stay in your room after the late night break.

**Be praying about how the Lord plans to use you this year at Camp!**

**Before you register** - contact Pastor Jen to see if there is room for you on the CREW then register online @ [www.westexnaz.org](http://www.westexnaz.org) You will not be allowed on the CREW without Pastor Jen's approval. When registering select the CREW as your job assignment.

Questions?

Call Jennifer Sommers 817.919.8078 or [jsommers@fwf.org](mailto:jsommers@fwf.org)

**CREW member COST - \$75.00**





# LICE POLICY

Churches:

Please check ALL children for lice the day before or the day you leave for camp. **We suggest that church leaders check or provide a medical person to check each child instead of asking parents to check individually.** Each church will be required to sign that they have made sure all their campers are lice free the day they arrive at camp. With this signature, you are accepting financial responsibility for any lice problems your camper(s) experience while at camp. If you have any questions please contact Jennifer Sommers at 817.919.8078 or [jsommers@fwf.org](mailto:jsommers@fwf.org)

This form is not valid until opening day of camp – bring it with you that day and do not mail it with any other camp paperwork.

Thank you.

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## Lice Policy

Church Name \_\_\_\_\_

Church Leader \_\_\_\_\_

Person who checked ALL the campers \_\_\_\_\_

**My campers have been checked for lice before leaving for camp.**

I, \_\_\_\_\_, have completed the above requirement and state that all campers arriving at camp in my care are lice free to the best of my knowledge. I can be reached at these phone numbers:

Church \_\_\_\_\_

Home \_\_\_\_\_

Cell \_\_\_\_\_

I, \_\_\_\_\_, accept full financial expenditures that may occur as a result of lice being found on any campers that I have sponsored. **Cost will be \$25 per camper.**

I fully understand and agree to the above requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# CAMP ARROWHEAD

[www.Arrowheadcamp.org](http://www.Arrowheadcamp.org)

Farm Road 199



Farm Road 199



P A R K I N G



Brazos River