

# **West Texas District**

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**Kids Camp July 20-23**

**Arrowhead Camp - Glen Rose, TX**

# **ACTIVATE**

**kids camp 21**

**Updated policies for 2021!**

**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 20-23, 2021

## **COSTS: 2021**

- **REGULAR = \$195** Registered by June 7
- **LATE = \$235** Registration ends July 1
- **COUNSELORS & INTERNS = \$80 per worker** Registered by June 15
- **CREW = \$55 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. Counselors from their home church are always best.
- 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.**
- **NEW Lice Policy and COVID-19 for 2021!**

## **Counselors / Jr. Counselors / CREW:**

1. Counselors must be at least 18 years old. Teens that serve as junior counselors must be 16 years old. CREW members serve on the directors' team and must be 16 years old and have prior permission to join the CREW.
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. **NEW for 2021 - can be uploaded online.**
4. Must have a current background check on file with the camp registrar, Renae Fowler. **NEW for 2021 - can be uploaded online.**

# CAMPER PACKING LIST:

- BIBLE
- Sleeping bag or bedding with pillow for a twin sized bed
- Tennis shoes (especially for hiking and game times or daily challenges)
- Bath items: shampoo, soap, toothpaste/toothbrush, deodorant etc. **NEW for 2021! Please put ALL items for the bathroom in a separate bag to carry between their luggage and the sink counter.**
- Towel / Washcloth
- 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 make sure you bring 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 76033

### **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 Arrowhead Camp 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.

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

ACTIVATE kids camp – July 20-23  
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 3-4 kids in that track.*

## Counselor, Teen Jr. counselors & CREW Requirements:

- Counselors - must be at least 18 years old. Teen junior counselors and CREW members – 16 years old.
- Paperwork required for each Counselor, Teen Jr. Counselor & CREW member:
  - Completed MinistrySafe training certificate
  - Background Check
  - Pastor recommendation
- All counselors, Jr. counselors and CREW members must be physically strong enough to participate in all outside activities such as hiking, climbing, swimming, etc.
- Costs for Counselors, Teen Jr. Counselors & CREW members:
  - Churches, we need your help! Send \$80 for each counselor & teen Jr. counselor you send per week.
  - CREW members fees are \$55 for the week.
  - If a church sends more than 1 counselor per 5-7 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!

# 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, Jr. counselors, CREW or staff members.

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.

## 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.

### **NEW for 2021!**

We are asking counselors, Jr. counselors, CREW and staff members to **upload** their current **MinistrySafe certificates and background checks** when they register online. Please help your people by sending them these documents early so it is on their computer or device and easier for them to upload. For 2021, we will still accept these documents via email or mail but that may change for 2022. Also take time to review our **new lice policy and COVID-19 policy for 2021!**

# 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. WTX 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, Jr. counselor, 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:

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

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

# **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. Including but not limited to: dining hall duties, activity leader, giving counselors breaks during the day, spiritual leaders for specific activities, "gopher" for directors, etc.
3. Be prepared to participate (joyfully) in all assigned activities. Campers love to have adults/teens be a 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. (Tue – red / Wed – gray / Thur – 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 - \$55.00 (2021)**



# MINISTRYSAFE

## CHILD SEXUAL ABUSE AWARENESS TRAINING

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

<b>What is MinistrySafe?</b>	The child sexual abuse training program used by the West Texas District Children's Camp for all of their counselors, Jr. counselors, and staff members
<b>How do I get trained?</b>	Send your email address and church you will be attending camp with to Renae Fowler or Becky Adams (contact information below)
<b>How often do I need to be trained?</b>	Your certificate must be updated every two years
<b>How much does the training cost?</b>	\$5 for each person being trained. Churches will be billed for these trainings.
<b>Where do I get trained?</b>	The training is done online and Renae or Becky will send you the link via email.
<b>How do I send my certificate?</b>	<b>NEW for 2021!</b> Upload your MinistrySafe certificate when you register online to be a camp sponsor. Contact your church leader to make sure you have your certificate on your computer BEFORE you register. Certificates can still be emailed/mailed to Renae Fowler for 2021.
<b>Questions:</b>	Contact: Renae Fowler 817.939.3960 <a href="mailto:rfowler@fwf.org">rfowler@fwf.org</a> or Jennifer Sommers 817.919.8078 <a href="mailto:jsommers@fwf.org">jsommers@fwf.org</a>

### 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.



# Lice Policy - NEW For 2021!

**West Texas Children's Camp will no longer guarantee treatment for children infected with lice.**

Those that arrive with a mild case (a few nits) can still possibly be treated but any campers or sponsors arriving with live bugs or a head full of nits/eggs will be sent home. In every mild case of lice, we will contact the camper's parent/guardian and ask if they want them treated, if we are able. If the camper is too infected or we are unable to treat, we will contact the parent/guardian to come and pick up their camper. Campers asked to leave because of lice can be invited back once they show proof that they are lice free. Our camp staff and nurses will determine if they are lice free.

We suggest that church leaders provide a medical/school professional to check each child instead of asking parents to check individually. **Lice checks must be performed the day before or the first day of camp - July 20.** The person checking for lice will be required to sign this form along with the child's parent. With this signature, the parent is accepting financial responsibility for any lice problems their camper experiences while at camp. Churches, you will be expected to pay the fee for any of your campers that we are able to treat. Fee is \$25 per camper. Then you will need to get reimbursed from your parents for that fee.

West Texas Children's Camp will require churches to pay for any lice treatment expenses before they leave camp. Churches are responsible for collecting those fees from the camper's parents on their own.

If you have any questions about this new updated policy, please contact Jennifer Sommers at 817.919.8078 or [jsommers@fwf.org](mailto:jsommers@fwf.org)

The updated form is on the back of this page. 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.

# Lice Policy

One form per camper.

**Church Leader's complete this section:**

Camper's Name \_\_\_\_\_

Church Leader & Church Attending with: \_\_\_\_\_

Today's Date - \_\_\_\_\_ (must be completed on July 19 or 20, 2021)

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**Person who checked this camper completes this section:**

Person who checked this camper \_\_\_\_\_

Date this camper was checked - \_\_\_\_\_

I, \_\_\_\_\_ (person checking for lice), have completed the above requirement and state that this camper is lice free to the best of my knowledge. I can be reached at this phone number: Cell \_\_\_\_\_

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**Parent/Guardian's completes this section:**

I, \_\_\_\_\_ (parent of camper listed above), accept full financial expenditures that may occur as a result of lice being found on my camper. In signing this form, I understand that if my camper is found with a mild case of lice (a few nits) that I will be called to give my permission to treat my child, if the camp staff is able. In signing this form, I understand that if my camper is found with a major or severe case of lice (live bugs or head full of nits/eggs) or if the camp staff is unable to treat a mild case, I will be called to come and pick up my camper. I also understand that my camper is welcome to return to camp once they are lice free. In signing this form, I accept that the camp staff and nurses will make the final decision if my camper is lice free. **Cost will be \$25 per camper** that will need to be paid to the church my camper attends camp with.

I fully understand and agree to the above requirements.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# **COVID-19 Forms and Logs**

## **NEW For 2021!**

Please read over the **Arrowhead Pre-Screening Form** very carefully before coming to camp. Each camper, counselor, Jr. counselor, staff and CREW member must complete and turn this form in when they arrive for check-in at ACTIVATE 2021. This form CANNOT be completed until Tuesday, July 20<sup>th</sup>. It requires a temperature to be taken and questions answered for the camper or sponsor that will be attending camp. It also requires a parent / guardian signature for any minor children. This signature must be signed and dated on Tuesday, July 20, 2021.

In addition to this Pre-Screening Form, your camper and sponsor online registration form includes an **Arrowhead COVID-19 Waiver Form** that must be completed when you register for ACTIVATE 2021.

Finally, the West Texas ACTIVATE camp staff is asking that each church do **COVID-19 Pre-Screening Checks** two weeks prior to leaving for camp.

These checks will need to be logged on - **July 7, 11 & 14 for each camper and sponsor from your church**. Parents and adults can submit the temperatures to the leader if they don't attend services on those days. A form is in this packet to help you keep track of the information that you will need to upload to the Google Sheets form online.

1. Temperature
2. Past COVID positive and negative tests dates
3. COVID-19 quarantine dates
4. COVID-19 vaccine dates

West Texas Children's Camp will require churches to complete these checks for their campers and sponsors to attend. Our goal is to keep our camp as safe as possible for everyone who attends. These pre-screening checks will give you, as a leader, the information you need in case someone has symptoms and needs to not attend. If you miss updating these forms, we will contact you.

If you have any questions about this new policy, please contact Jennifer Sommers at [jsommers@fwf.org](mailto:jsommers@fwf.org)

Thank you.





ARROWHEAD CAMP  
— & RETREAT CENTER —

## COVID-19 Pre-Screening Form

Please fill out the following information before arriving to Arrowhead Camp & Retreat Center

Camper Name: \_\_\_\_\_ Temperature \_\_\_\_\_

Do you/they have fever or have you/they felt hot or feverish recently (14-21) days? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you/they having shortness of breath or other difficulties breathing? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you/they have a cough? Yes \_\_\_\_\_ No \_\_\_\_\_

Any other flu-like symptoms, such as gastrointestinal upset, headache or fatigues? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you/they experienced recent loss of taste or smell? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you/they in contact with any confirmed COVID-19 positive patients? Yes \_\_\_\_\_ No \_\_\_\_\_

*(Those who are well but who have a sick family member at home with COVID-19 should not attend this camp).*

Is your/their age over 60? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you/they have heart disease, lung disease, kidney disease, diabetes or any auto-immune disorders? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you/they traveled in the past 14 days to any regions affected by COVID-19? Yes \_\_\_\_\_ No \_\_\_\_\_  
**(As relevant to your location)**

\_\_\_\_\_  
Signature of Camper or/ (Parent Signature if Minor) Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name

### Arrowhead Camp & Retreat Center Representative:

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

\_\_\_\_\_  
Printed Name

\*\*\*Positive responses to any of these would likely indicate a deeper discussion with the camp director before proceeding with attending camp.

# Brazos River

