

Traveling Day Camp Planning Guide:

Krislund Camp



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The Basics:

What is Traveling Day Camp?

Traveling Day Camp is a weeklong unique blend of outdoor ministries and congregational ministry. It is a joint effort between Krislund Camp and the congregation. Traveling Day Camp is designed for young people who have **completed grades K-8****.

Krislund will provide programming (staff, art supplies, game equipment, curriculum resources, and miscellaneous stories and activities). The congregation will provide support services, promotion of the program, and involvement in the program as arranged between the camp program director and the congregation's coordinator.

The curriculum is provided by Krislund. We strive to choose one that is Christ-centered and activity based, which encourages hands-on learning and we hope caters to all types of learners.

Purpose

The purpose of Traveling Day Camp is to assist congregations in providing a quality Christian outdoor ministry experience **at their site**. During this time, we hope to get young people engaging with one another in activities and get them enthused about congregational ministry and a life with Christ. Our hope is that your Day Camp will be a program of youth evangelism and outreach for your church. This is why congregational involvement is so important.

Strength

The greatest strength of Traveling Day Camp are the people. Krislund's Traveling Day Camp teams are comprised of young adults who are selected for their Christian commitment, work ethic and love of children. They are trained to lead Bible studies, worship and singing, crafts, and wild and crazy recreation. It is a relational ministry and our emphasis is to offer quality Christian role models for young people.

Uniqueness

The uniqueness of Traveling Day Camp is our flexibility. Camp staff will work with each church to design a program specifically to meet the strengths of your church and its site. This manual will help your church consider and plan for a Traveling Day Camp experience this summer.



The Elements of Traveling Day Camp

Morning Skit (Morning Watch)

A time at the beginning of each day to introduce the theme of the days through the use of silly skits put on by the Krislund staff.

Morning Bible Study

Our weekly theme will be developed in small groups. The children will be asked questions based on a skit or story from the morning worship. Bible study and activities are also used to help children deepen their understanding of God.

Arts and Crafts

The campers make something that they can take home to remember their Day Camp experience.

Lunch

Churches may choose to provide lunch or ask campers to bring their own sack lunches each day.

Activities

Slip n' Slide, water games, gaga ball, 9-square in the air, field games and curriculum based activities.

Alpha vs Omega:

This will include Red vs. Blue games, quickfires (quick games before lunch) & team challenges

Off-Site adventures (Optional)

Congregations may elect to work with camp staff to plan off-site adventures. Adventures include things that are within walking distance to your site, for example, a city pool, hike or city park. Some of these activities may require additional costs (if there is a fee that applies).

Closing Worship

This is a time at the end of the day used for snacks, energizers, and discussion of the days Bible Study and worship.

Small Group Camping:

Krislund camp functions in small groups. A Krislund staff member will be paired with a volunteer from a church and will have no more than fifteen campers. This group will do daily activities together until large group time in the afternoon.



General Traveling Day Camp Schedule

Sunday Evening

- All teams will arrive to the churches at 7pm to meet the church coordinator and church volunteers.
- All church volunteers will be reminded of our policies and practical knowledge to use during the week.
- The schedule is gone over in depth volunteers have a time to ask any questions they may have.

Monday, Tuesday, Wednesday:

- A volunteer meeting will happen at 8:45 (can be adjusted to meet the needs of your specific site) before the day starts. There will also be a debrief at the end of each day for all Krislund Staff and Volunteers.
- The typical camp day will run 9:00 AM to 4:00 PM (this can be changed to the times that meet your communities needs)
- Campers will be engaged in activities lead by trained staff. Some churches choose to have an earlier dismissal time and this can be discussed during planning.

Thursday & Friday:

- Campers will have a chance to experience an overnight experience at Krislund.
- Transportation will be required by the hosting church.
- Campers will return mid-afternoon on Friday for pick-up.

A Breakdown of Each Schedule Element and What to Expect:

Check In/Check Out:

What does Krislund Provide?

Krislund leadership staff will help to run the check-in/check-out table(s) each morning and afternoon. The supplies that Krislund will provide include but are not limited to; all check in/check out sheets for parents to fill out, extra medical forms and registration forms, pens, highlighters and more as we see a need. Krislund will pre-assign all campers to their counselor.

What is the Church responsible for?

The church will be responsible for providing volunteers (if able) at the check-in/check-out station each morning and afternoon to work alongside the Krislund leadership staff.

Bible Study:

What does Krislund Provide?

All morning Bible study materials will be provided by Krislund. Each Bible study packet will include questions to ask and age appropriate activities to help campers understand the daily theme.

What is Krislund Staff responsible for?

Krislund staff will be trained in how to lead Bible studies each day.

What is the Church responsible for?

Church Counseling Volunteers will be provided materials in advance to help them prepare and feel comfortable leading or helping with Bible Studies. We encourage each volunteer counselor to lead Tuesday and Thursday's Bible study if they are comfortable, but it is not required. Their help in planning and leading each day's lesson is always encouraged and welcome.

Activities:

What does Krislund Provide?

All activities and supplies needed are provided by Krislund.

What is Krislund Staff responsible for?

All Krislund staff will be trained in leading the daily activities as well as debriefing them according to each age group.

What is the Church responsible for?

Church volunteers will be provided the daily activities and debriefing points in advance to help them prepare and feel comfortable leading or helping with activities. We encourage each volunteer to be open with how much they would like to lead and welcome their own ideas to expand on the given activities and debriefing.

Crafts:

What does Krislund Provide?

All crafts, instructions and supplies needed are provided by Krislund.

What is Krislund Staff responsible for?

All Krislund staff will be trained in leading the daily crafts as well as debriefing them according to each age group.

What is the Church responsible for?

Church volunteers will be provided the craft instructions as well as debriefing points in advance to help them prepare and feel comfortable leading or helping with the crafts and debrief.

They will be responsible for lending a helping hand to the staff while the craft is taking place. If the craft volunteer would like to take a leadership role and lead the craft time, this is always encouraged and welcome but not required. ***see pg. 13 for volunteer suggestions*

Lunch:

Lunch can be offered by the church or campers can be required to bring a sack lunch each day. We leave this decision up to the churches to make based on the needs of their community. We like for each of the groups to sit together during lunch with their counselors so they are never separated from the "family" they have created. We start off each meal with a silly grace song and follow that with prayer.

We ask that everyone would wait until their entire group is seated and have prayed before eating.

**For information on providing meals for the Krislund Staff please see pg. 12.*

Water Time:

Water time is Wednesday! Different water games will be played along with our famous GIANT slip n' slide!

What does Krislund provide?

Krislund will provide all of the water game supplies (hoses, sponges, sprinklers, water balloons, buckets etc.) and water game instructions.

What is the Church responsible for?

The church is responsible for providing the water ☺ and providing a safe area for water games to occur (no glass or hazards in the grass).

What if we have a pool available?

At this time in the schedule Churches can also provide a swimming pool experience in place of water games. The pool may be at a local water park within walking distance, a personal pool or a portable pool set up at the church. Krislund can provide lifeguards for personal pools if given enough advanced notice, or lifeguards can be provided by the church.

Mid-day theme time:

Mid-day theme time is offered to provide intentional time in the afternoon for kids to experience the theme of the day and help them comprehend what they are learning about. There will be memorization verses that they can practice and present. This will also be a time for them to practice their presentation for "Family Night" if it is being offered.

**For more information on family night see pg. 8-9.*

What does Krislund provide?

Krislund staff will be trained to help facilitate the Mid-Day Theme time. Krislund will also provide the memorization verses on paper for kids to keep with them.

What is the Church responsible for?

The Church Counseling volunteers will be given the memorization verses in advance to help them prepare and be confident in leading or helping during this time.

Snack Time:

This is a time in the late afternoon for the kids to grab a snack with their group.

What does Krislund provide?

Krislund will provide ideas for themed snacks, but these are not required.

What is the Church responsible for?

The Church is responsible for providing an afternoon snack (something healthy and kid friendly) each day.

Afternoon Worship:

This is a time to wrap up the theme of the day and let the campers know they are loved by God. This time may consist of singing, a brief message and/or an activity to help demonstrate the message.

What does Krislund provide?

Krislund staff will be trained to lead the afternoon worship time, sing songs and deliver a message or lead a closing activity.

What is the Church responsible for?

The church can take on the option of leading all or some of the afternoon worships each day. Krislund staff is always there to help if needed. We encourage the churches to get involved and at least lead some afternoon worships, however, it is not required. Elements of worship may include songs, skits, videos, large group activities, a message and prayer. These can be planned ahead of time by the church or planned in collaboration with Krislund staff when they arrive.

Evening Programs

All evening programs are optional and put on at no extra cost to the church. Krislund staff will come with an idea of how each program should go but are happy to add and change plans to meet the needs of your church. Our staff are expected to meet with the church coordinator to be sure that the plans the church has for each evening program are carried out and met.

Youth Night

This night can be offered to middle school, senior high or a combined youth group. We would like to get them involved in this program and let them experience an evening of "camp" as well as interact with our incredible college staff. Our staff can prepare the entire evening including the message or help your youth leader with an already planned youth night.

A hypothetical Youth Night schedule could look like this:

6:00-Introductions/Game

6:15-GaGa tournament

6:30-Sprout Tag

7:00-Slip n' Slide/Shaving Cream

7:30-Worship/Vespers/Message

8:15-S'mores

**This can be tailored to meet the needs of your church.

-The message or the entire theme can be tailored to your youth curriculum or current theme

-A reminder sign will be set out at the registration table to encourage all parents who have youth to attend. It will be the church's responsibility to remind your own youth to attend.

-Youth nights are typically done on Tuesday or Wednesday evenings, but can be done whenever you think is best for your youth.

Family Night

Family night is a perfect way to get those who don't attend your church to put their foot in the door and to get the families that do attend your church to see what an impact you are having on their child. Our staff will lead families in games and songs as well as a message thanking them for coming. We would love it if a member from your church could also say a few words to get the families familiar with who you are. This can be a powerful way to show what a great community you have and that you are a safe place for these children.



A hypothetical Family Night schedule could look like this:

5:30-Welcome/Song

5:40-Games (gaga, sprout tag)

6:00-Songs

6:10-Message from Krislund Day Camp Director / Assistant

6:20-Message from Church Member

6:30-Skits or message from the kids

6:45 Dinner and Closing

**This can be tailored to meet the needs of your church

-Dinner is not required (but recommended) and Krislund staff will hand out reminders on Monday and the day of to the parents at the beginning of the day to tell them more details.

-Family Nights are typically done on Wednesday evening, but can be held Monday-Wednesday, whenever works best for your church.

“Krislund Overnight”

This event is an overnight experience during the week for all campers. This allows them to feel ownership of this part of the program as well as a desire of the younger campers to want to continue coming to the program so that they can eventually participate in the resident camp program.

We would love to give them a taste of what overnight camp is like and have one more opportunity during the week to share the love of Jesus Christ with them.

A typical “Krislund Over Night ” schedule could look like this:

11:30-Leave for Camp Krislund

2:30-Rock Wall and Zip line

4:30 Swim

6:00-Dinner

7:30-Alpha vs. Omega

9:00-Worship/Vespers

10:00-Get ready for bed



Morning:

7:30-Wake Up!

8:00-Morning Watch

8:30-Breakfast

9:00-12- Archery

12:30- Lunch

1:30- Pack and load

4:00- Return to Church

The church is required to provide transportation and volunteers are required to sleep with campers. Based on the suggested volunteers, Krislund will charge \$50 for any additional volunteer coming to Krislund

Krislund will provide: Food and staff for cabins.

Initial Questions You May Have...

How many kids do we need to have?

Our minimum is 20 Campers and our current maximum is 100

How many staff will Krislund provide?

This depends on the "Tier" that you signed up for:

Tier 1:

20-35 Campers

1 Leadership Staff 4 Counselors

1 Church Leader and 4 Volunteers

Tier 2:

36-49 Campers

1 Leadership Staff 4 Counselors

1 Church Leader and 4 Volunteers

Tier 3:

50-63 Campers

1 Leadership Staff 6 Counselors

1 Church Leader and 6 Volunteers

Tier 4:

64-77 Campers

2 Leadership Staff 6 Counselors

1 Church Leader and 6 Volunteers

Tier 5:

78-100 Campers

2 Leadership Staff 8 Counselors

1 Church Leader and 8 Volunteers

Can we change Tiers?

Yes, you can change tiers until **May 1st**. After May 1st your tier is locked in. If you have registrations that go over your maximum tier amount you may start a waiting list. We will review staffing by an individual basis and let you know if we have extra to send that may allow your waiting list to attend camp.

What is the camper to staff ratio?

The camper to staff ratio Krislund Center follows is 3:1.

How old can volunteer counselors be?

Volunteer counselors must be 18 or older (we have no age limit!). They need to be fun, energetic and excited to share the love of Christ with campers.

See Volunteer Suggestions (pg. 13) for those who do not meet the age requirement of 16 and more volunteer information

What are the Prices?

The non-refundable deposit for the host church is \$500.00.

This deposit holds the dates that you have selected to have Traveling Day Camp.

Tier 1: \$2,730

20-35 Campers

1 Leadership Staff 4 Counselors

1 Church Leader 4 Volunteers

Tier 2: \$3,380

36-49 Campers

1 Leadership Staff 4 Counselors

1 Church Leader and 4 Volunteer Counselors

Tier 3: \$4,030

50-63 Campers

1 Leadership Staff 6 Counselors

1 Church Leader and 6 Volunteer Counselors

Tier 4: \$4,680

64-77 Campers

2 Leadership Staff 6 Counselors

1 Church Leader and 6 Volunteer Counselors

Tier 5: \$5,330

78-100 Campers

2 Leadership Staff 8 Counselors

1 Church Leader and 6 Volunteer Counselors

Krislund Staff Roles and Responsibilities

Staff

Krislund Camp provides a Traveling Day Camp leader and counselors who are caring, committed, and prepared to provide you with an amazing Traveling Day Camp experience.

What are the expectations of Krislund Staff?

Have a good understanding of the activities and curriculum and be capable of leading all things on the schedule.

Be present at all planning and activities during the week and stay for their entirety.

Be open to all ideas and suggestions to change the program to best serve the local church.

Insure that safety is of primary importance and be familiar with emergency procedures. Every Krislund Camp staff is trained in First Aid & CPR and undergoes a background check.

The Curriculum and Supplies

The curriculum is a summer Bible study program specially designed for use with camp and Traveling Day Camp programs. Equipment, supplies, and music related to the program will be provided by Krislund.

Planning and Training

A staff member from Krislund Camp will be in contact with your congregation coordinator and planning committee to create a week of meaningful activities. Most communication and materials will come to you via email. Expect phone calls a month before your week of camp. Krislund staff are always available by phone or email should you have any questions or concerns throughout the planning process.

Training for volunteers will be provided by Krislund. All policies and paperwork will be available online (instructions on filling these out will be provided in a separate packet) and should be filled out before your camp. An in-house briefing session will be provided on Sunday evening when the Krislund staff arrives.

A packet specifically for volunteers will be provided well in advance of your Traveling Day Camp to help them prepare for the week including curriculum, activities, debriefing points etc.

Transportation

Krislund will provide transportation for the camp staff to your congregation on Sunday, during their stay and for their return to camp on Friday.

Insurance

The Church's property and liability insurance is responsible for any injury the church's property or grounds. Krislund's insurance is responsible for any injury caused by the program, staff or activities Krislund has provided. Krislund Camp staff is insured through Krislund Center's Worker's Compensation Policy.

Congregational Roles and Responsibilities

Housing for Krislund's Camp Staff

We prefer that Krislund's camp staff be housed together at the church. (In the case of churches that are within 30 minutes to camp, staff can drive daily between the camp and the church.) We believe that housing staff together at the church creates a comfortable environment where they don't always have to be "on" or a guest in someone else's home. However, we do think that it is important for the congregation and staff to mix, be that during meals, an evening over at someone's house or another event. The bond that they create with the congregation has been one of the highlights of this program and we encourage the two to interact throughout the week.

Food

All meals (breakfast, lunch and dinner) should be provided for the Traveling Day Camp staff by the host congregation.

A congregation may elect to serve lunches for campers each day however, it is not mandatory. If lunch provision is not elected by the congregation it will be advertised that campers provide their own lunch. The congregation is also responsible for providing a camper snack each day.

Transportation

Krislund staff is responsible for their own transportation to and from the main Traveling Day Camp site each day. The congregation is responsible for transportation of children for any off- site adventure unless otherwise coordinated prior to the Traveling Day Camp.

Provide a Local Coordinator

This coordinator will serve as the liaison between the camp and congregation. They will chair the meetings of the planning committee and provide guidance on an action plan to insure progress of the committee's work. They will oversee preparation details before the actual Traveling Day Camp begins. (See checklist) During the week they will be the "go-to" person in partnership with the Krislund leadership staff member.

Planning Committee Leadership

The planning committee needs to provide leadership and communicate the needs and desires of the congregation. The planning committee also needs to provide the necessary leadership to work with the camp staff and the children in order to meet the necessary ratios of campers to staff and volunteers. Depending on camper ratios, volunteers may need to lead activities, small group studies and directly work with the youth.

The Site

The best possible arrangement for the Traveling Day Camp program is to have both a building **AND** a park, playground, or open field within walking distance. The park or field is used so that recreation and games can be enjoyed throughout the day. Immediate access to a telephone, rest rooms, and running water are also necessary.

Marketing

The congregation is responsible for advertising the program in their surrounding communities. Please see the Traveling Day Camp planning pack to view samples of general marketing materials to help get your congregation excited for their new ministry opportunity.

Afternoon worship (optional)

Churches may opt. to lead the afternoon worship session by providing a closing message, songs and skits with the help of Krislund staff if needed. This can help kids become familiar with those in the church and provide a time to help retain and review what the kids have learned throughout the day.

Volunteer Suggestions

Volunteers are a vital part of Traveling Day Camp success. Without them we could not exist. Below are some frequently asked questions and suggestions that you may want to offer to your volunteers for your week of Traveling Day Camp. Krislund Camp will be in communication with any other needs and these suggestions are flexible based on the church site.

The most common volunteer role is the Counselor. Below are a few questions you may have about this role:

What will volunteer counselors be expected to do?

In addition to the responsibility of 6-7 kids, counselors will be expected to participate in activities, games, songs and Bible studies. We ask that these volunteers be available for the entire week. While we understand many have jobs or appointments, to have them for the entire week/majority helps our program to be consistent and allows them as counselors to invest in the kids they are serving.

Will volunteer counselors be “on their own”?

No, they will be paired with one of our staff, who will be comfortable in leading all of these activities. It is our goal to always pair a Krislund staff with a church volunteer so that no volunteer has to go through the program without the experience of our staff. However, we do encourage them to take as much initiative and ownership as they want, they are as much of a counselor as our staff are.

Junior Counselors:

For those youth who do not meet the age requirement of 18, we still want them to get involved! They can be extra hands helping to set up activities or following a group around to help out as needed. This also helps encourage them to be involved until they are able to serve with full responsibilities as a counselor.

Serve Lunch (If available):

If your church decides to provide lunch to the campers, volunteers will be needed to prepare the lunches each day. These can be hot or cold lunches. If not serving lunches, please provide water, napkins, silverware etc. for kids who have forgotten.

Serve Snacks/Drinks:

Volunteers can help to serve the daily snack and drink. Some churches have offered a variety of snacks to choose from each day or just one choice. Please choose what options are best for your congregation. These volunteers can also be sure that there is always water readily available to campers. This may involve filling up water jugs throughout the day and delivering them to activity sites. This position is not required to be there the whole day and does not have to be the same person each day.

Provide Staff meals:

The church is responsible for providing the Krislund staff meals throughout the week. Volunteers may be willing to provide these meals.

Sunday: Dinner

Monday: Breakfast, Lunch, Dinner Tuesday: Breakfast, Lunch, Dinner Wednesday:

Breakfast, Lunch, Dinner Thursday: Breakfast, Lunch

These meals have been provided many different ways. Some ways churches have provided meals are; by bringing meals to the church (homemade, store bought or ordered), provided at a church member's home, through gift certificates or by bringing the staff out to a restaurant.

Our staff members are typically hungry college students and will be happy with any meal! Please choose what way to serve is best and most convenient for your congregation.

***If campers are being served a lunch, it is preferred that the staff eat something similar to the kids. However, please remember these are hungry college aged kids and they eat a lot, so their portions may need to be bigger than the campers'.*

Check In/Check Out:

Krislund Camp will provide a Program Assistant that will be working together with the program coordinator in order to run the program smoothly. They will be in charge of checking campers in and out at the entrance. A volunteer can help the program assistant in this process in order to help it go more smoothly. For consistency it is encouraged that this volunteer be the same each day, however it is not required.

Photographer:

A volunteer may photograph the event for future promotion materials and possibly pictures to show on family night (family night is optional). This volunteer position is not required to be there at all times and does not have to be the same person all week.

Help Set up special activities:

Volunteers may be needed to help set up special activities such as the slip n' slide, water games, cook out materials (start the fire, set out s'more ingredients etc.) and anything else the program assistant could use help with in this area. This volunteer position is not required to be the same person each day and is not required to be there at all times.

What if a volunteer can't be there for the whole week?

Many of these volunteer positions don't require being present the entire day. The only position we encourage be consistent each day is **the counseling volunteer**.

Registration and Forms

Church Registration

1. Your \$500.00 non-refundable deposit must be received by the deadline given by Krislund.
2. If you are a new church please send in your **signed**, application form that you will receive via email (and can also be found online) after you have called in your date request. The dates that you request will be secured upon receipt of this agreement and confirmation from the program director at Krislund Camp.
3. You can change tiers until **May 1st**. After May 1st your tier is locked in. If you have registrations that go over your maximum tier amount you may start a waiting list. We will review staffing by an individual basis and let you know if we have extra to send that may allow your waiting list to attend camp. In some instances, Krislund Camp may request that additional staff be allowed at no extra cost to the church. This request would be made if additional staff is available and it would be in the best interest of a successful program for the congregation. The only additional requirements would be that the staff being provided at no charge be given the necessary accommodations of housing and food.

Camper Registration

A packet will be provided to let you know how your campers can register online (paper options will still be available), what that process will look like and how you can promote it! Stay tuned!

Adventure Friday—BRAND NEW!!

For a cost of \$20/person your church can stay for 3 additional hours and play on our new adventure course! We offer a double zip line, three tier high-ropes course, giant swing, and rock wall.



Day Camp Timeline

November-May

Register your spot for Camp Krislund's Day Camp Program. Check for availability; reservations are made on a first come, first serve basis and require a \$500 deposit.

January-May

- Appoint a Congregational Contact Person.
- Develop a planning committee and volunteers who wish to help with the program (usually about 4-5 people).
- Secure places where campers can play games, participate in arts and crafts, and shelter in case of severe weather.
- Publicize the event within your church and schools. Post flyers and posters, place inserts in the church bulletin, and speak to all of the Sunday school classes and Bible Study groups.
- Get background checks for all of your volunteers.
- Set up an onsite visit with Day Camp Director, Ashley Miller.
- Decide if lunch will be provided by the church or if campers need to bring their own lunch
 - If you are providing lunch, find volunteers and create a menu
 - Meals must be provided for Krislund staff.

May-Two Weeks before Day Camp

- Distribute and collect registration and Health Information Forms.
- Finalize volunteers and secure vehicles to transport campers to Krislund.
- Decide upon optional activities such as family night and trips off site.
- Collect Spirit Pack money and information (see additional documents)

One Week before Day Camp

- Email or call to verify number of campers and Day Camp Information. (ashleymiller51@gmail.com, 814-422-8878)
- Review final planning in regards to housing, special programming, and any other needs.

After Day Camp

- Complete the online Day Camp Evaluation form.
- To secure your reservation for the following year, contact the Krislund office staff by mid-October.