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COMMUTER GROUP LEADER MANUAL

RE:CREATED

Therefore we do not lose heart. Though outwardly we are wasting away, yet inwardly we are being renewed day by day. For our light and momentary troubles are achieving for us an eternal glory that far outweighs them all.

2 Corinthians 4:16-17



IMPACT
MISSION CAMPS

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TO BE COMPLETED WITH YOUR GROUP BEFORE YOUR WEEK OF CAMP:

(Will Be Provided Separately)

- Bible Studies
- Pre-Project Mission Experience
- Devotion Books

IMPORTANT DATES/CHECKLIST

October 2020: REGISTER

___ Registration opens – reserve spots for your students, no money due

February–May 2021: GET PREPARED

___ Secure chaperones

___ Finalize numbers

___ Leaders new to Impact have phone conversation with Impact office to answer any questions

May 1, 2021: DEPOSIT DUE

___ Deposit due – every leader must confirm numbers and send a \$100 non-refundable, non-transferable deposit for each student. If camp is canceled for natural disaster or health crisis, you will receive a refund or be able to transfer to virtual camp (\$300 per group)

PARTICIPANT INFORMATION DUE

___ May 20, 2021 – Impact Roanoke

___ May 27, 2021 – Impact Danville

___ June 11, 2021 – Impact Chesterfield

BALANCES DUE (ON OR BEFORE ARRIVAL)

___ June 20, 2021 – Impact Roanoke (\$50 per person)

___ June 27, 2021 – Impact Danville (\$50 per person)

___ July 11, 2021 – Impact Chesterfield (\$50 per person)

ABOUT IMPACT MISSION CAMPS

Welcome to Impact Mission Camps! Impact is an intense mission experience for your group. Students will work all day on a job site and spend mornings and evenings in worship. Your students will get the opportunity to meet youth from other churches and work alongside them. Our goal is to make sure that everyone is challenged – from the 6th grader who is coming for the first time to the crew chief who has been coming for years. You'll face physical challenges – getting up each morning to do work that you're not used to doing and spiritual challenges, as we all wrestle with what God is saying to us during the week.

To help you prepare your youth and adults for your experience at camp, we've created this manual. It will serve as your source for most of the general information that you need. The specifics will come through regular communication from the Impact office. If you're new to Impact, hopefully you'll find this manual intuitive and helpful. If you have any questions – please don't hesitate to contact us.

THEME: RE:CREATED

Our theme this year is "RE:CREATED." The focal scripture passage comes from 2 Corinthians 4. During a time when we're probably all a bit drained, we focus on the new creation God is bringing about in each of us. Even as Christ is renewing us, God is working through us to renew the world.

GROUP LEADER RESPONSIBILITIES

As the leader of your church group, you do have some responsibilities. We ask that you:

- provide registration information in a timely manner (see deadlines – page 3)
- prepare your group (Bible studies, pre-project mission experience, individual devotions)
- notify us of any changes to registration as soon as possible
- ask questions about anything you don't understand
- have a phone conversation with our office before the project (new leaders)

IMPACT OFFICE RESPONSIBILITIES:

As the coordinators of your Impact experience, we commit to:

- provide regular updates and information about your project
- support you as you prepare your group
- answer any questions you may have
- provide whatever resources you need to have the best experience possible

GENERAL GUIDELINES FOR REGISTRATION

PARTICIPANTS

Impact is open to students who have completed 6th through 12th grade. Students who have just completed 6th grade will likely be placed on a crew with an adult from their church. Students must be in high school in order to work on a roof.

COLLEGE STUDENTS

While college students have typically been discouraged from coming to Impact, we do recognize the need there is for mission opportunities for that age group. We have created a track specifically for college students (more information below). They will not be allowed to serve as adult chaperones for their group (except in the cases noted below), and they will be separate from youth from other churches as much as is feasible.

ADULTS

Appropriate adult supervision is important for Impact Mission Camps to be a positive experience for everyone. Each group is responsible for providing an adult to student ratio of 1 to 6. Meaning that for every six (6) students you will need to provide one (1) adult of the same gender to serve as a chaperone. An adult chaperone is defined by our office as any person aged 24 and older. There are a few exceptions that will be made to this rule on a case by case situation. Two examples include:

- A church leader is bringing a group of 22 students and provides 3 chaperones aged 24 and older. This youth minister would be permitted to add a fourth 'student' chaperone between the ages of 18-23.
- A youth minister under the age of 24 is bringing a group of six (6) or less (of the same gender as the youth minister).

BACKGROUND CHECKS FOR ADULTS

Impact works to create a safe work and living environment for students who are participants. We do ask that all churches complete background checks on adults serving in their churches and send us a form signed by the pastor or another church officer, indicating that these checks have been completed. We also ask each individual adult to sign the Sponsor/Volunteer Ethics form. These should be returned to Impact Office with registration information. Thanks for working with us to ensure the safety of all participants at Impact. You do not need to complete a background check on anyone who graduates high school in 2021.

CREW CHIEFS

Anyone who would like to serve as a crew chief should complete an application, which can be found on our website. Anyone that does not have internet access can contact us, and we can send a copy by mail or fax. There will be no cost for a crew chief to participate.

NEW FOR COMMUTERS

The Impact Mission Camps commuter option is a new way to be part of Impact this year. We understand that some groups will be uncomfortable with overnight travel, and we want to help them engage locally in mission. Here are the basics:

THE EXPERIENCE

Commuters will serve on mission sites, but they will not be housed with overnight participants. They will need to provide their own transportation to the camp site and mission site. Local churches will provide lunch on mission sites. Breakfast and dinner are provided only for overnight participants.

There will be a morning celebration outside at the camp site before crews go to their mission sites. Commuters will check in on Monday during this time. We encourage groups to join for morning celebration every day.

Wednesday will be a half-day of work. Groups will finish at noon and be free for the evening to engage in whatever activities they choose in the community.

We will schedule outdoor worship at camp if possible. Those dates will depend on the weather forecast. All groups will receive access to our virtual worship services.

All participants will receive a t-shirt, water bottle, and safety glasses. Groups will also receive Bible studies, 3 weeks of individual devotional material to prepare for and reflect on the mission experience, and a follow-up curriculum on disaster response and serving in your local community.

COVID PROTOCOLS

We are monitoring CDC guidelines, which can be updated at any time. We will make every effort to announce changes to protocols in advance. The COVID protocols we are following presently are included in the COVID packet, along with release forms and a daily check-in sheet. Participants will need to bring masks for when they are on the worksite. Contact with homeowners will be limited, to protect them from potential exposure. Daily temperature checks will be required for overnight and commuter participants.

DEVOTIONAL RESOURCES

Impact will create a devotional resource booklet for students to access before, during, and after camp to help them prepare for and interpret their faith experience at camp. These will be available for download or in print. We are also working to develop a web-based version for participants to access via mobile devices.

PARENT INFORMATION SHEET

This sheet should provide some basic information on the project and what your child will be doing the week he or she is serving with us. If you have further questions, your group leader should be able to answer them. Please also feel free to contact Mikayla Barnes, camp coordinator, at 800.255.2428, ext. 7265, or mikayla.barnes@bgav.org.

Impact is a week-long mission camp for students who have completed grades 6-12. Sixth grade students will likely be on a work crew with an adult from their church. We will do our best to make sure all students are on a crew with at least one other person from their church. If there is a particular person that your child needs to be with (e.g. for medical needs), your group leader needs to indicate that before your students arrive.

Students typically work on one of three types of project: wheelchair ramps, painting and general repair, and roofing. Students must be in high school to be allowed on a roof. Adults who have construction experience teach students how to work safely on the job site before allowing them to work on their own. Other adult chaperones are also present to ensure a safe working environment.

Students will sleep in school or church classrooms, or in dorm rooms, depending on location. Students will be able to shower in school showers or Virginia Baptist Disaster Relief shower units (these units have private showers). Boys and girls sleep in completely separate areas, and they room with chaperones from their church.

The typical week follows this schedule:

MONDAY	7:30 Arrive and check in - groups head to job sites
MONDAY-FRIDAY (except Wed.)	7:30 Morning Celebration 8:00 a.m. Leave for job site 4:00 p.m. Return from job site 7:00 Possible Outdoor Worship and Church Group Devotions
WEDNESDAY	Same morning schedule, but crews return after lunch and have the rest of the day and evening as "free time" with their church group (dinner on their own)

RELEASE AND RESPONSIBILITY INFORMATION

- The nature of the work of Impact Mission Camps is construction-oriented. While each crew will have adult supervision and a qualified construction crew chief on site, the hazards of a construction site still exist. Much of the work will take place under buildings, on roofs, in homes, and in yards. Other Impact Mission Camps may or may not include construction work.
- Many Impact projects are located in "high-need", low-income communities where people live at or below the United States poverty level.
- The insurance coverage provided by Impact Mission Camps is a very limited policy. It is considered secondary insurance and is intended to cover minor incidents while attending the project. Any expenses incurred beyond the scope of the policy are the responsibility of the participant and/or their legal guardians. A summary of the policy is available from our office. It is recommended that students come with a copy of their primary insurance card and that all students know their social security number.
- Impact Mission Camps take seriously the safety and well-being of your child. There are many safety measures in place including a mandatory criminal background check for all adults attending an Impact Mission Camp (including college students).

More information about the project will be provided to your group leader before the project start date. It will have site-specific information such as housing, opportunities for the free day, and contact information. Please feel free to contact us by email or phone if you have questions.

STUDENT INFORMATION SHEET

Welcome to Impact! We're excited you'll be part of this mission experience with us this year! Here's the information you need to make your experience the best possible:

Each participant at Impact will receive:

- T-shirt
- Water Bottle
- Basic safety glasses

DAILY SCHEDULE

7:30 a.m.	Morning Celebration (Outdoors)
8:00 a.m. – 4:00 p.m.	Work on Job Site (lunch around 12:00 p.m.)
7:00 pm	Outdoor Worship or activities on select nights

Wednesday will be a free day after lunch. Your leader will let you know what you will do that afternoon and for dinner that night.

WHAT TO BRING

- Bible
- Work clothes (jeans are best - more than one pair – long pants are required on a roof)
- Sturdy shoes or work boots
- Sunscreen
- Hat/sunglasses (students will NOT be given a hat at camp)
- Hand Tools - (gloves, hammer, nail apron, paint scraper, paintbrush)

CLOTHING EXPECTATIONS (JUST TO CLARIFY)

It is highly recommended that each participant bring at least one pair of sturdy, long pants for the job site. Some job sites may require long pants due to the nature of the work. Any high school student wishing to work on a roof must have long pants. Clothing should otherwise be of appropriate length and free of inappropriate images or messages. Church leaders and Impact staff have final say on what is considered inappropriate.

Your clothing is as much a part of your testimony as your work and words!

IMPACT MISSION CAMPS SAFETY POLICY

Impact Mission Camps allows youth and adults to express their faith through hands-on ministry including construction. While there is always risk in any kind of hands-on ministry, we make safety our number one priority on all mission sites – especially construction sites. In order to ensure safety of all participants to the greatest degree possible, the following are observed on all mission sites.

1. **Safety is everyone's responsibility.** Students and adults should all be mindful of proper safety precautions and be empowered to address any safety concern they observe on site.
 - a. Each site will go over safety procedures before they begin work.
 - b. Certain members will be assigned to specific jobs monitoring safety for all participants.
2. **Apparel/Equipment.** All participants will be required to wear appropriate clothing and other safety equipment in general, plus any additional items required for specific tasks.
 - a. Everyone will wear protective eyewear when any work is being done on site. These will be provided by Impact, but if participants have their own eyewear, they may choose to wear that instead.
 - b. Students (under 18) working on a roof will be required to wear long pants.
 - c. Additional safety equipment and apparel (gloves, ear protection, etc) will be worn when a specific job requires it.
3. **Specific Safety Positions**
 - a. Crew Chief – the crew chief is the person with primary responsibility for the work on site being done correctly and safely. He or she will provide initial instruction on proper safety on the job site.
 - b. Crew Youth Leader – the primary adult leader for all other aspects of the crew. This person will have all health forms and will address any issues that require medical attention, in consultation with Impact staff. He or she will identify all other adults serving in other safety related positions.
 - c. Roof Safety Monitor – this person's dedicated role is safety on a roof, ensuring people are working appropriately on the roof and that people underneath are clear of any items that may fall from the roof.
 - d. Power Tool Safety Monitor – this person will ensure that anyone using a power tool has been shown and demonstrated how to use it properly and safely. Any student using a power tool will use it under the supervision of the Power Tool Safety Monitor.
 - e. Hydration Monitor – this person will ensure that everyone is getting adequate water and taking frequent breaks. The crew chief and Crew Youth Leader will develop a schedule for breaks in conversation with the Construction Coordinator, based on weather, exposure, and any other relevant factors.
 - f. All other members of the crew will be responsible for ensuring safety as well. Anyone on the crew may call a stop to all work in order to address a safety concern.
4. **Roof Safety**
 - a. In order to work on a roof, a participant must be in high school.
 - b. Anyone working on the roof must have a break (off the roof) at least every hour.
 - c. Whenever anyone climbs a ladder, a second person must hold the ladder until the person climbing has reached the top and is completely off the ladder.

- d. The Roof Safety Monitor and Crew Chief have the final say on all matters related to roof safety.

5. Power Tool Safety

- a. The Crew Chief or Power Tool Safety Monitor will be responsible for ensuring that each person who uses power tools knows how to use it properly and safely.
- b. Any additional safety equipment required for use of a particular tool will be determined by the Crew Chief in consultation with the Construction Coordinator.

6. Injuries/Illness/Emergencies

- a. In the event of any minor injury or illness, the Crew Youth Leader, in conjunction with other adults will administer any care required. The Crew Youth Leader will inform the Impact Staff of the incident upon return to the housing site.
- b. In the event of any injury or illness that requires medical treatment, the Crew Youth Leader will notify the Impact Staff as soon as it is safe to do so. If a participant goes to an urgent care center or the emergency room, an adult from the crew will stay with that person until he or she can return to the site or school, or until relieved by Impact Staff. If the person is transported by ambulance, an adult from the crew will either accompany the participant or follow to the emergency room. Impact Staff should be notified as soon as it is safe to do so. Impact Staff will notify the participant's Church Group Leader, who will notify parents as appropriate.

7. Other Safety Considerations

- a. This list is not an exhaustive list of all safety precautions and procedures. Any other measures deemed appropriate by the Construction Coordinator, Crew Chief, and Impact Staff, will be observed as required.

INSTRUCTION SHEET

These forms are also available as electronic forms that you can complete with information about your group. Please complete the electronic forms if at all possible. We would be happy to assist you in completing those forms.

FORMS TO BE RETURNED TO IMPACT OFFICE AT LEAST ONE MONTH PRIOR TO CAMP

- **Participant Information Form**

- Information on each participant for supplemental insurance
- Please type if possible (form can be edited and saved), write neatly if you cannot type
- Comments section is for informing us of medical or other physical conditions that may affect the type of project a person is assigned
- Please also let us know any specific needs or allergies.

- **Criminal Background Checks**

- Impact works to create a safe work and living environment for students who are participants. We do ask that all churches complete background checks on adults serving in their churches and send us a form signed by the pastor or another church officer, indicating that these checks have been completed. We also ask each individual adult to sign the Sponsor/Volunteer Ethics form. These should be returned to Impact Office with registration information. Thanks for working with us to ensure the safety of all participants at Impact.

Each of the above forms can be downloaded from *ImpactMissionCamps.org*, filled out, and then submitted by: - e-mail to *impact.virginia@bgav.org*
- fax to 804-915-2447
- mail to *Impact Mission Camps, 2828 Emerywood Pkwy, Henrico, VA 23294*

FORMS TO BRING TO CAMP (PLEASE BRING TWO COPIES OF RELEASE AND HEALTH INFORMATION!)

- **General Release and Authorization Form**

- To be completed by each participant (regardless of age). Please be sure that all areas are properly initialed or signed before leaving your church. The Impact Office will require two sets of these completed forms for youth and adults. Participants **WILL NOT** be permitted on job sites without this form.

- **Participant Health and Medical Information Form**

- To be completed by each participant (regardless of age). The Impact Office will require two sets of these completed forms for youth and adults. Participants **WILL NOT** be permitted on job sites without this form.

- **COVID Packet and Forms**

- Instructions for COVID release are included on that form. The Impact Office will require one set of this form. Daily check-in will be completed for each participant by church group leader.

TRANSPORTATION FORM

TO BE RETURNED TO IMPACT OFFICE AT LEAST ONE MONTH PRIOR TO CAMP

Church: _____ Project Location: _____

Group Leader: _____

Buses and vans (with adult drivers) will be needed to transport crews to work sites each day. **Each church is *required* to provide, at minimum, on site transportation to and from the work projects for the same number of participants that came with the church group.** Drivers will be assigned to the crew they transport and will be fully participating crew members. Please provide the following information about available vehicles. (NOTE: For seating capacity, please list the total number of seats, including drivers, who will be available during Impact Mission Camps, (For example - if you have a 15-passenger van but have removed the back seat, list the capacity as 11 instead of 15.)

VEHICLE #1

Type and seating capacity _____

Approved Driver(s) _____

VEHICLE #2

Type and seating capacity _____

Approved Driver(s) _____

VEHICLE #3

Type and seating capacity _____

Approved Driver(s) _____

PLEASE RETURN FORM AT LEAST ONE MONTH PRIOR TO START OF CAMP!

All forms can also be downloaded from *ImpactMissionCamps.org*.

Please submit by: - e-mail to *impact.virginia@bgav.org*
- fax to 804-915-2447
- mail to *Impact Mission Camps, 2828 Emerywood Pkwy, Henrico, VA 23294*

ADULT PARTICIPANT INFORMATION FORM

TO BE RETURNED TO IMPACT OFFICE AT LEAST ONE MONTH PRIOR TO CAMP

Church: _____

Project Location: _____

Group Leader: _____

CREW CHIEFS

(Crew chiefs DO NOT pay to attend Impact Mission Camps. Their inclusion on this form is to allow us to gather other information pertinent to their participation.)

NAME	HOUSING OPTION		COMMENTS	SHIRT SIZE (S,M,L, XL, XXL)
	With Students	With Crew Chiefs		
1.				
2.				
3.				
4.				

MALE ADULTS

NAME	AGE	WILLING TO SERVE AS A CREW YOUTH LEADER?	CREW ASSIGNMENT COMMENTS (construction experience, etc)	SHIRT SIZE (S,M,L, XL, XXL)
1.				
2.				
3.				
4.				
5.				

FEMALE ADULTS

NAME	AGE	WILLING TO SERVE AS A CREW YOUTH LEADER?	CREW ASSIGNMENT COMMENTS (construction experience, etc)	SHIRT SIZE (S,M,L, XL, XXL)
1.				
2.				
3.				
4.				
5.				

PLEASE RETURN FORM AT LEAST ONE MONTH PRIOR TO START OF CAMP!

STUDENT PARTICIPANT INFORMATION FORM

TO BE RETURNED TO IMPACT OFFICE AT LEAST ONE MONTH PRIOR TO CAMP

Church: _____

Project Location: _____

Group Leader: _____

MALE STUDENTS

NAME	GRADE	ALLERGIES AND MEDICATIONS	CREW ASSIGNMENT REQUEST (specific people they should or should not be with, no roofing, etc)	SHIRT SIZE (S,M,L, XL, XXL)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

PLEASE RETURN FORM AT LEAST ONE MONTH PRIOR TO START OF CAMP!

STUDENT PARTICIPANT INFORMATION FORM

TO BE RETURNED TO IMPACT OFFICE AT LEAST ONE MONTH PRIOR TO CAMP

Church: _____

Project Location: _____

Group Leader: _____

FEMALE STUDENTS

NAME	GRADE	ALLERGIES AND MEDICATIONS	CREW ASSIGNMENT REQUEST (specific people they should or should not be with, no roofing, etc)	SHIRT SIZE (S,M,L, XL, XXL)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

PLEASE RETURN FORM AT LEAST ONE MONTH PRIOR TO START OF CAMP!

COLLEGE STUDENT PARTICIPANT INFORMATION FORM

TO BE RETURNED TO IMPACT OFFICE AT LEAST ONE MONTH PRIOR TO CAMP

Note: College students will room separately from their church group. They will be on a crew separate from their youth group as well, working and living exclusively with other college students.

Church: _____ Project Location: _____

Group Leader: _____

MALE COLLEGE STUDENTS

NAME	AGE	CREW ASSIGNMENT REQUEST (specific people they should or should not be with, no roofing, etc)	SHIRT SIZE (S,M,L, XL, XXL)
1.			
2.			
3.			
4.			
5.			

FEMALE COLLEGE STUDENTS

NAME	AGE	CREW ASSIGNMENT REQUEST (specific people they should or should not be with, no roofing, etc)	SHIRT SIZE (S,M,L, XL, XXL)
1.			
2.			
3.			
4.			
5.			

PLEASE RETURN FORM AT LEAST ONE MONTH PRIOR TO START OF CAMP!

GENERAL RELEASE AND AUTHORIZATION

GENERAL RELEASE

I have read the Parent Information Sheet detailing the nature and ministry of Impact Mission Camps and I acknowledge and understand the information, release, and responsibility issues related with Impact Mission Camps.

Initial here:

Parent

Participant

AUTHORIZATION FOR TREATMENT

I, the undersigned, for myself and/or on behalf of my child under 21 years of age, give permission for an attending physician or hospital staff to administer medical care if deemed necessary by Impact Mission Camps and the physician or hospital staff during the Impact Mission Camps project.

Initial here:

Parent

Participant

RELEASE OF CLAIMS AND LIABILITY

I, the undersigned, for myself and/or on behalf of my child under 21 years of age, do hereby release from all claims and forever hold harmless the directors, employees, and agents of Impact Mission Camps and the Baptist General Association of Virginia from any and all claims and demands for personal injury, sickness and death, as well as property damage and expenses of any nature incurred by myself or my child.

Initial here:

Parent

Participant

RELEASE OF LIKENESS

I, the undersigned, for myself and/or on behalf of my child under 21 years of age, give permission for pictures and videos to be taken and used for promotion of the Impact Mission Camps project.

Initial here:

Parent

Participant

ASSUMPTION OF RESPONSIBILITIES

I, the undersigned, for myself and/or on behalf of my child under 21 years of age, do also assume personal responsibility for all medical bills in excess of the applicable medical insurance plan provided by Impact Mission Camps. A copy of this policy is available from the Impact office.

Furthermore, I assume all costs for damages incurred by my child due to his or her negligence of rules and restrictions placed on them by Impact Mission Camps. And, should it be necessary for my child to return home due to disciplinary action, medical reasons, or otherwise, I hereby assume responsibility for all transportation costs.

Initial here:

Parent

Participant

Participant's Signature

Date

Signature of Custodial Parent/Guardian

Date

Forms are not valid without proper initials and signatures in all areas.

PLEASE BRING TWO SETS WITH YOU TO CAMP (DO NOT MAIL THIS FORM TO OUR OFFICE)!

PARTICIPANT HEALTH AND MEDICAL INFORMATION

Name: _____ Church: _____

Date of Birth: _____

The following information is required to secure medical treatment should it become necessary. Please answer all questions completely.

1. List any medications you are CURRENTLY taking:

2. List any medical conditions for which you are CURRENTLY being treated:

3. List any medications or other substances to which you are allergic:

4. Date of last Tetanus Shot: _____

HEALTH INSURANCE INFORMATION

Health Insurance Carrier:

Phone: _____

Insurance Policy Number:

Primary Policy Holder's Name:

Primary Policy Holder's Date of Birth:

EMERGENCY CONTACT INFORMATION

Name: _____

Relationship: _____

Day Phone: _____

Evening Phone: _____

Name: _____

Relationship: _____

Day Phone: _____

Evening Phone: _____

PLEASE BRING TWO SETS WITH YOU TO CAMP (DO NOT MAIL THIS FORM TO OUR OFFICE)!