

HEART of TEXAS BAPTIST CAMP



ACT JUSTLY ♡ LOVE MERCY ♡ WALK HUMBLLY WITH YOUR GOD

CHURCH LEADER CHECKLIST

This page is for your information only. Review it and keep for reference. Do not submit this page with your registration.

CHURCH LEADER REGISTRATION EXPECTATIONS

Note: You will need to communicate in advance for space availability, pre-registration instructions, and required deposits. The pre-registration process goes through the contact person for your specific week of camp.

What is required upon arrival at Camp Registration?

- Health Statement and Release Form** for every person at camp (even adults and small children). This can be printed front and back on one page. Both forms are turned in to the Camp Nurse at registration.
- Your session of camp (youth camp, kids camp, other) may also require any additional registration forms. Check with your Camp Director about any additional required paperwork to bring.
- A copy of your church liability insurance (proof of insurance). This is requested but not required.
- Adult Sponsor Forms (in addition to the Health/Release form), required for every adult at camp...
 - Sponsor Commitment Form** with church recommendation
 - Child Protection Certificate** (proof of passing the state required 1 hour course and test). This must be renewed every 2 years. This training is available online at: www.heartoftexascamp.com
 - Background Checks (Criminal background AND Sex Offender background checks** completed within the last 12 months)
- All medications** must be turned in to the camp nurse at registration. See the 'Camper Medication Checklist' for specific instructions.
- Payment** for your campers is made at registration with a church check. The check should be made to your specific week of camp (Horizon, Intensity, Pre-Teen, other)
- For **appropriate supervision of campers**, state laws require an adult sponsor (over 18 years of age) for every 10 campers of the same gender (I.E. If you bring 9 boys and 13 girls, you would need at least 1 male and 2 female sponsors). State law requires that ALL campers should be supervised at ALL times and in ALL locations (even during break times, in dorms, and/or during leader meetings).
- Mops – The dormitories will be cleaned between each session of camp. However to promote daily sanitation, each church should bring two clean mops (girls and guys dorms) in order to mop your bathroom and shower area. This will ensure that you are not mopping with the same mop as previous group, and therefore help greatly with sanitation.
- Churches will need to provide a list of at least one contact parent / guardian for each camper along with phone number and email. This will allow us to quickly communicate with parents if there is a suspected illness.