



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, Seek Week, 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*).