



The one where we bring camp to your congregation! **Agapé Day Camp** is a Monday-Friday summer program during which our trained summer counselors lead campers in games, songs, crafts, nature activities, Bible studies, and FUN! Your congregation provides lodging and food for the Agapé staff—we provide the quality staff and program!

To learn more about Day Camp offered by Agapé ✝ Kure Beach Ministries continue reading this packet. If you have questions, please call our Program Director, Christa at (919) 552-9421.



To ensure a successful week of Day Camp, we ask  
that every  
SITE COORDINATOR  
and  
ALL DAY CAMP VOLUNTEERS  
please read through this packet. Whether this is  
your first year or your fifteenth, this information  
changes and is essential!

If you have questions concerning the scheduling  
of your day camp, your contract, the day camp program  
or curriculum please contact Christa.

(919) 552-9421

[program@agapekurebeach.org](mailto:program@agapekurebeach.org)



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## AGAPÉ DAY CAMP INFORMATION PACKET

**WELCOME** to the exciting world of Day Camp. Agapé † Kure Beach Ministries strives to provide the highest quality Day Camp experience around. **Even if you are experienced in hosting one of our Day Camps, please take the time to read through this packet-just in case.** We hope you are as excited as we are about the dynamic ministry of Agapé † Kure Beach Ministries Day Camping!



### **What is Agapé Day Camp?—Where we bring camp to your congregation!**

Agapé Day Camp is run through the summer programming at Agapé † Kure Beach Ministries. Congregations typically sign up for Day Camp in September and October with the Program Director. **Day Camp is a Monday-Friday, six hours /day program for rising 1st-5<sup>th</sup> (and possibly 6<sup>th</sup>-8<sup>th</sup>) graders led by our Agapé counselors and hosted by your congregation.** The counselors travel to your town to lead the campers in songs, games, Bible Studies, nature activities, crafts, and Biblically-based as well as silly skits. During the Agapé staff's stay in your community, the congregation provides them with lodging, showers, and meals beginning Sunday dinner through Friday breakfast.

During your congregation's week of Day Camp, a team of trained Agapé summer counselors (usually 3-5) arrive at your congregation on a Sunday afternoon/evening. The Agapé staff will unload their equipment, eat dinner, meet with the church's Day Camp site coordinator, receive camper information and begin planning Monday's schedule. The trained summer staff leads 5 days (Monday-Friday) of Day Camp with your congregation. At the end of each day, they will meet to plan the next day's activities based on what the campers in your congregation need. Throughout each day of Day Camp, volunteers from your congregation will be checking the campers in and out as well as preparing the daily snack. Helpers from your congregation may also be called upon to help guide a group of campers, aid in craft activities, or even be a character in a skit. ☺ **At lunchtime** on Friday, the staff will finish packing up all equipment and will travel back to Camp Agapé for our end-of-the-week Staff Meeting.

### **AGAPÉ † KURE BEACH MINISTRIES MISSION STATEMENT**

*Agapé † Kure Beach Ministries calls and gathers all peoples to experience the Spirit through unique, small-group encounters with Christ, in Creation and Community.*

## PHILOSOPHY AND PURPOSE OF DAY CAMP

Day Camp is a unique opportunity to join outdoor ministries with congregational ministries. Agapé ☩ Kure Beach Ministries will provide the staff and program which will allow the congregation to evangelize to the community through an experiential program for children. The purpose of Day Camp is to provide congregations with a quality Christian outdoor ministry experience with a strong evangelism component at their site. While we hope young people become enthusiastic about camping, our bigger concern is to get them excited about congregational ministry. Our hope is that your Day Camp will be a program of youth evangelism for your church and the surrounding community.

## GOALS OF DAY CAMP PROGRAM

- Provide outdoor education in a small-group experiential format.
- Provide Christian role models of mature Christian staff.
- Bring camp and the power of relational outdoor ministries to the congregational setting.
- Build campers' self-esteem and identity as a child of God.
- Provide opportunities for learning about God's creation and its wonders.
- Provide fellowship and Christian education to congregation members and community children.
- Strengthen leadership qualities amongst the middle school youth in your congregation and community and stress the importance of **service as a lifestyle**.



## STRENGTH OF AGAPÉ DAY CAMP

The strength of our Day Camp program is the staff. Day Camps are staffed by a team of young adult counselors led by a Team Leader. Our summer staff is carefully selected for their Christian commitment and love of children. They are trained in leading worship, Bible study, singing, crafts, nature study, and recreation. More importantly, they are trained in a relational style of ministry that seeks to meet the individual needs of your rising 1<sup>st</sup>-8<sup>th</sup> grade campers. Our emphasis is on offering quality Christian role models to young people.

## STAFF ARRANGEMENT

Agapé ☩ Kure Beach Ministries is committed to the intimacy and sincerity of relationships built in small group settings. We also seek to provide the safest experience possible in our program; therefore we send counselors to day camp sites in a 1:8 counselor to camper ratio. For every team, we also send a Team Leader, who typically does not have campers, to support the other counselors and ensure we provide a quality program for your congregation.

Reasons we need to enforce ratios of 1 to 8:

- A. Our insurance is built on the policies we have set to insure safety
- B. ACA (American Camp Association) standards for camps
- C. Providing quality small group experiences for campers

Because of this, the largest team we can send out in one van is 5 staff (one team leader and four counselors) and therefore the maximum number of campers that can register for one day camp team is 32. If you have more than 32 youth, when you sign your Day Camp Contract you will need to book two separate Day Camp teams for one week (9 to 10 staff total) and be able to serve a maximum of 64 campers.

If you book one day camp team and exceed the 32 camper maximum, then you will be charged for the additional day camp team and a \$500.00 staffing fee (an additional \$2,900.00). This means if you exceed 32 camper maximum, you will pay a total of \$5,500.00.

## DAILY SCHEDULE

Agapé Day Camp is designed to be a five-day program, Monday-Friday (with staff arriving Sunday), consisting of a maximum of six hours each day. A change for 2021 is that all programs will end at 12:00 on Friday. Most congregations opt for a schedule of 9:00 AM to 3:00 PM, but if the needs in your congregation would benefit from a different time of day (1:00 PM to 7:00 PM for example), we can gladly accommodate that. If your group consists mostly of younger children (grades 1-3) you may find that a shorter day would be better (perhaps 9:00 AM-2:00 PM).

Some churches find that offering a childcare service before and/or after each day is necessary to accommodate work schedules for the parents. If you decide that such an option needs to be given, the congregation is responsible for providing the caregivers for these additional hours.

Our Day Camp teams are trained in how to lead your campers through a variety of activities, but we **purposefully** do not give our teams a pre-determined daily schedule with fixed activity times for each day of the week. During our staff training, our teams learn how to plan each day's activities based on the preferences and needs of that particular congregation's campers. At the end of each day, our Day Camp teams meet and process what went well and what they should change for the next day. The "meat and potatoes" of the Day Camp program remain consistent, but how the "meat and potatoes" are presented on the plate can be re-arranged. For example, if your campers really enjoy singing, they may sing extra songs during the openings and closings. Our staff customizes the activities and flow of the Day Camp program to best fit your campers.

### SAMPLE DAILY SCHEDULES

—times and flow of activities are subject to change  
and dependent upon campers' needs—

#### Elementary Schedule

9:00 Daily Opening (songs, Biblically based skit presenting the daily theme)  
9:30 Day 1: Name Games, divide into age groups  
10:00 Bible Study  
10:30 Day 1: Active Game Time  
11:00 Story Time  
11:30 Singing  
11:45 Rest Room/Wash Hands  
12:00 Lunch  
12:30 Nature Activity  
1:10 Crafts  
1:45 Big Group Game Time  
2:15 Snack  
2:30 Daily Closing (songs, silly skit)  
3:00 Departure

#### Middle School Schedule

*9:00 Daily Opening*  
9:30 Team Building Exercises  
9:45 Craft  
10:15 Service Project #1\*  
11:45 Clean Up for Lunch  
*12:00 Lunch*  
12:30 Bible Study  
1:00 Games  
1:45 Nature Activity  
*2:15 Snack*  
*2:30 Daily Closing*  
*3:00 Departure*

*Italics are activities with younger groups*

\* Day Camp Coordinator should arrange for a minimum of 3 service projects for Middle School program.

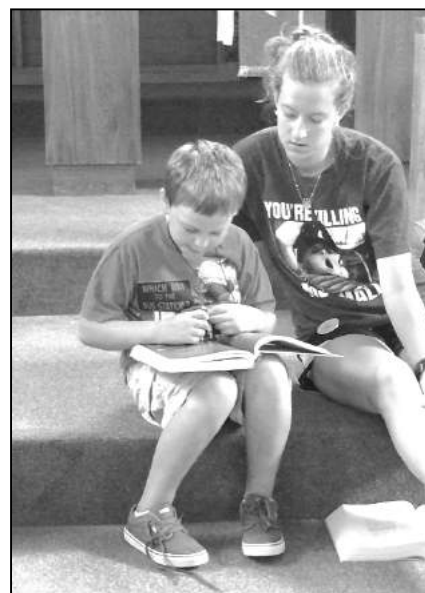


NOTE: It is our experience that running a Day Camp program exceeding six hours of daily programming is less beneficial to the campers. In excess of six hours, young children become tired...likely resulting in conflicts with other campers.

**A six-hour day is the maximum daily program length--there are no exceptions.**

## DAY CAMP'S BENEFITS TO YOUR CONGREGATION:

1. Provides a quality program for children in your congregation and community, facilitating spiritual, mental, emotional, and physical growth.
2. Acts as an evangelism tool that welcomes new families and youth into your congregation.
3. Creates good public relations in your community because you are helping to provide a service which many youth and parents will appreciate.
4. Strengthens the congregational community as you work together to prepare, plan, and execute the program.
5. Builds leaders in your Middle School youth as they grow in connection with the congregation and service to others.



## CONGREGATION'S RESPONSIBILITIES:

1. Establish a small committee from the congregation to work with the A☩KB Ministries Day Camp staff in planning and preparation.
2. Meet (via phone conversation or personal visit) with the A☩KB Ministries Program Director at least once during the spring to make all arrangements for the program.
3. Handle all public relations, publicity and follow-up contacts to secure registrations.
4. Provide a minimum of two adults on site each day to coordinate check-in/out, snacks, support counselor-led activities if needed, and handle emergencies. **TWO ADULTS NEEDED FOR EVERY 20 CAMPERS, MINIMUM.** We require a minimum of two adults in case of an emergency. One adult would need to travel with the camper to the emergency room and the other adult would need to remain at the Day Camp site with the rest of the campers. These persons are required to be on site with the group during the entire day.
5. All volunteers/helpers must be 16 years or older and must attend a brief orientation with our Agapé staff and your church's site coordinator on Sunday afternoon/evening.
6. Provide all transportation to and from the site for all campers for field trips or off-site activities. Please note that North Carolina law requires booster seats for children in vehicles except for buses. **AGAPÉ WILL NOT TRANSPORT CAMPERS.**
7. Provide one snack (healthy, low-sugar snacks suggested) each day for all campers and staff.
8. Provide a sack lunch for all Agapé staff each day Monday-Thursday. (By sack lunch, we mean a lunch consisting of food similar to what the campers are eating.)
9. Handle all registration in preparation for the Day Camp week and during the Day Camp week--including daily camper check-in and check-out.
10. Handle the distribution and collection of all camper health, permission, and profile forms. Provide these forms to the Team Leader **upon the staff's arrival, Sunday** (profiles do not help staff if they don't receive them with enough time to read them before the campers arrive).
11. The congregation may be asked to provide some basic craft supplies when projects are planned. For example, some years we have needed items such as newspapers, egg cartons, paper bags, scissors, crayons, etc.
12. Provide housing and meals for Agapé staff from Sunday dinner through Friday breakfast.
13. If your congregation chooses to include the middle school option in your Day Camp program, we ask that you arrange a minimum of three, **1-2 hour**, service projects for the Middle School Campers to





perform during the week (More are encouraged 😊) If these projects are off your church's property, then the congregation is responsible for all transportation arrangements to and from the site.

**\*\* Again, we ask that all volunteers involved read through this informational packet--it is our goal that everyone involved is aware of all expectations and responsibilities.**

**\*\* We expect all church volunteers—before working with young children—to have had appropriate background checks completed by the congregation.**



#### **AGAPÉ'S RESPONSIBILITIES:**

1. Agapé will provide all reproducible originals of registration forms to be filled out by campers.
2. We will work with you to tailor the program to meet the needs & goals of your congregation.
3. Agapé will provide most craft and all recreational, musical, Bible study and environmental studies materials for the basic program.
4. The camp will provide a quality, trained staff at a counselor to camper ratio of 1:8 (not including the Team Leader).
5. Agapé will provide the basic daily schedule of activities.
6. We will close each week with a Thursday evening program for the parents and members of the congregation and community, if desired by the host congregation.
7. Because the organization of Agapé ☩ Kure Beach Ministries serves children, Agapé staff are mandatory reporters (as required by the state) regarding instances of potential child abuse in all its forms.
8. Agapé will transport staff as needed for special activities (field trips etc.) but will not transport campers under any circumstance.

#### **DAY CAMP IS DIFFERENT THAN VACATION BIBLE SCHOOL:**

Agapé Day Camp is designed to be an outreach tool for your congregation and should not be confused with Vacation Bible School or daycare. Day Camp takes place in the community and not simply in the church. It is our hope that your congregation will be able to use Day Camp as an outreach/evangelism tool for your congregation. Program hours are intended to maximize the relationships between campers and staff; consequently, hours are limited. This program can and will have a profound influence on the participating campers, but in a different way than VBS.

#### **AGE REQUIREMENTS:**

**Camp is strictly limited to those children who will be entering grades 1-8.**

For the Day Camp program, we prepare and train our staff to work with campers who are at the concurrent age, maturity and level of social skills of rising first through eighth graders. Allowing younger children into the program constitutes a liability risk; therefore, there are **no exceptions** to the age requirement.

***Your congregation has the option of including your Middle School Students in the Day Camp program!*** In order to cater the program effectively for the maturity level and social skills of rising sixth through eighth graders, your Middle School group counts as a minimum of 6 campers from your total, and increases by increments of 8. Example: your congregation has registered for a Day Camp with the maximum 32 campers with the Middle School option. So you can have 24 Elementary School campers and 8 Middle School campers, or 16 Elementary School campers and 16 Middle School campers, etc.

**COST:**

To host a Day Camp program, all congregations pay a minimum fee for 20 campers \$2,800.00 (\$140 per camper)  
1-20 campers = \$140 per camper = \$2,800.00 minimum fee

**REDUCED RATE FOR THE 21<sup>st</sup>-32<sup>nd</sup> CAMPERS**

The fee for those campers will be \$120 (a \$20 discount per camper).

21-32 campers = \$120 per camper = \$4,240.00 maximum fee

One team will handle up to 32 campers. If you have more than 32 campers for one week of Day Camp, you will need to reserve a second team of staff.

**COST FOR 2<sup>ND</sup> STAFF TEAM:**

To reserve a second team, congregations pay a minimum fee for an additional 20 campers \$2,600.00 (\$130 per camper)  
33-52 campers = \$130 per camper = \$2,600 minimum fee

**REDUCED RATE FOR THE 53<sup>rd</sup>-64<sup>th</sup> CAMPERS**

The fee for those campers will be \$120 (a \$10 discount per camper).

53-64 campers = \$120 per camper = \$8,280 maximum fee

If you are offering two separate day camp weeks, then the fees start over with \$140.00 for the first 20 campers.

Any additional charges such as field trip admission fees, park/pavilion rentals, or any other miscellaneous fees are the responsibility of the host congregation.

**MINIMUM - MAXIMUM CAMPER ATTENDANCE:**

If fewer than 20 campers attend, congregations are committed to paying the minimum Day Camp fee for 20 campers. Agapé will still run a Day Camp program with 12 campers in attendance. The Program Director and Site Coordinator will communicate and decide together how the congregation should proceed. **A+KB Ministries may cancel the program for sites with fewer than 12 campers. After March 1<sup>st</sup>, if you decide to cancel your Day Camp week, you are committed to paying the minimum fees unless your slot can be filled by another congregation.** The maximum number of campers is 32 for one team and 64 for two teams.

**WHAT TO DO WITH MIDDLE SCHOOLERS?!?!**

The Middle School option was a new element to our Day Camp program in 2011 and is a unique opportunity to strengthen the bonds in your congregation's youth groups and to begin building the leaders of the church. ***It will require some extra planning from both Agapé, and your congregation. We provide team building exercises and challenges, and we require that at least three 1-2 hour service learning projects be arranged by the Site Coordinator, or another member of the congregation.*** Middle School campers will still participate in the same



(or similar) crafts, bible studies, and nature activities as the Elementary School campers, but their counselors will also lead them in trust activities, and leadership opportunities. Service work is a wonderful opportunity for the youth of your church to give back to the community.



## DAY CAMP SPECIAL EVENTS:

Because we want Day Camp to be a positive, holistic experience, we encourage any of the following activities in your area, but **we suggest taking only one or two trips**. These can add to the program, but **are not necessary**. Please note: Tuesday, Wednesday and Thursday are the best days to take any trips away from the Day Camp site/church--Mondays and Fridays are important days to be at the site/church.

### Area Parks:

Area parks can be a valuable resource in providing a pleasant learning and recreational area for all or part of a programmed day. A park must have the following facilities in order to use it for a full day:

- Pavilion or shelter for lunch and in case of inclement weather
- Rest room facility
- Water faucet
- Nearby telephone (or reliable cell phones with the group)

### Recreational Trips:

If there is a nearby **guarded** pool or beach, it may be an enjoyable activity location (Lifeguards must hold **current** Red Cross or equivalent certification). Private residence pools also require a lifeguard with current certification.

### Field Trips:

For extra opportunities to learn...trips to parks, nature centers, libraries, fire stations or local historical sites can be informative and interesting to campers.

***Recreational Trips and Field Trips both require arranging transportation (remember, the Agapé staff cannot legally transport campers) and filling out parental permission slips.***



**Special Guests:** Sometimes it just is not possible to transport campers for field trips, and it may work better to invite community people in to talk with the campers. A naturalist, fire chief, police officer, or even your pastor are some suggestions.

**Special Program Options:** You may wish to invite families, friends, congregation members, and folks from the community to come to a special program. The event would be planned and led by Agapé staff, and the congregation would be responsible for the invitations. The program could take place on Thursday evening or on Friday during the last hour of the Day Camp program.

***These ideas are simply that -- ideas. If none of the suggestions are desirable or workable in your situation, that's okay. We simply want to help you be aware of the local resources that can make your Day Camp experience unique.***

## HOW DOES A CONGREGATION HOST THE AGAPÉ DAY CAMP STAFF?

A team of counselors will be traveling to your community to stay with your congregation for the week. The number of staff we send is dependent upon how many campers are coming to your Day Camp (our counselor to camper ratio is 1:8 plus the addition of the Team Leader). ***Typically, we do not finalize who will be traveling to your church until the week before your Day Camp. We will call you early the week prior to finalize your numbers and program needs, and we will provide staff information after this call.*** The following page provides some guidelines for hosting the Agapé summer staff.

## Housing:

The Agapé Day Camp team will need housing for Sunday night through Thursday night. **It is essential that the entire team be housed in ONE location.** Typically, there is only one vehicle and one driver amongst the team...housing them in one location simplifies their transportation as well as their daily staff meetings.

Housing options include:

- Housing the staff in the church-- staff can come prepared with sleeping bags and mats.
- Finding a congregation member willing to open their home to 3-5 young adults for the week.
- Due to allergy/asthma sensitivities, we ask that host homes be non-smoking households.

## Showers:

Staff will need access to showers daily during the week. Options include:

- Showering in various homes in the evenings--this is sometimes coordinated with dinners at members' homes (Staff need to be able to return to wherever they are sleeping by about 8:00 PM)
- Using a local YMCA or health club (congregation makes arrangements in advance).

## Food:

The staff will need to have meals or groceries and supplies to make meals from Sunday evening (dinner) through Friday breakfast.

Breakfasts: Most often done by leaving the Day Camp team things to prepare their own meals such as: *milk and cereal, juice, eggs, muffins or bagels, fruit, etc.*

Lunches: Each day for lunch, each staff member should receive a sack lunch with similar food items as the campers are eating. The congregation can also provide the staff with the necessary supplies to make their own bag lunch such as: *lunch sacks, zip-lock baggies, juice or Gatorade, sandwich fixings, fruit, veggies, yogurt, salads, chips, cookies, etc.*

Dinners: Evening meal options include eating in homes, having food brought to their housing location, or being provided with money to go out to eat or to make their own dinner.

## Guidelines for families hosting Day Camp staff for Dinner:

- Staff should receive clear directions to the host home or have someone lead them to the home.
- Please do not feel as if you need to entertain the staff. They would often prefer a relaxed time in your home—they've had busy days.
- Menu—most staff will eat anything. At times we do have staff who are vegetarians or have food allergies, and we will notify you **the week prior** to your Day Camp program about any special diets.
- It is important to return the staff to their lodging location by **8:00 PM** each evening. They will still need evening time to plan or review the special activities in store for the next day.

**Guidelines for giving a gift for the day camp staff:** Over the past few years, we have noticed that some churches would like to give a gift to the day camp staff. If you feel compelled to do so, we request that you do so *by giving a donation to camp in their honor*. Because your day camp team is only 5 counselors of the 30+ summer staff. We do not feel that is fair to give your day camp team a gift card/monetary gift.

Suggestions are:

- cash gift in honor of the staff and send it to camp
- buy a brick in their honor
- take them out to a nice dinner
- give an offering in their honor

## CONGREGATIONAL VOLUNTEERS and THEIR RESPONSIBILITIES



To run Day Camp "it takes a village." ☺ During your Day Camp week, we will send a team of counselors to your congregation to run the program, but for the Day Camp to be successful, additional help is needed before and during (and even after) the Day Camp week. The various roles and tasks are listed below.

**\*\* All volunteers/helpers must be 16 years or older and must attend a brief orientation with our Agapé staff and your church's site coordinator on Sunday afternoon/evening. Helpers under 18 years of age will work with campers in grades 1-5 in order to help define camper/helper roles.**

**Day Camp Coordinator:** The Coordinator is a person from the sponsoring congregation, who is either a church staff person or a volunteer. Their job is to determine the needs of the church and to coordinate the congregational responsibilities in preparing for this program. Several adults may share these responsibilities.

In preparation for Day Camp, this person:

- Coordinates the registration of campers
- Coordinates snack and beverage arrangements for the week
- Secures needed craft items
- Plans field trips and guest speakers, if desired
- Arranges for any necessary camper transportation
- Secures housing, showers, and meals for the Day Camp team
- Arrange for a minimum of 3, 1-2 hour service projects (for Middle School Campers- if utilizing M.S. Program)

During the Day Camp week, this person:

- Works directly with the Day Camp team, especially the Team Leader to assist as needed.
- Keeps track of daily attendance and follows up with phone calls to the homes of campers who are absent to be sure that their absence is parent-approved
- Makes sure snacks and beverages are present when and where needed
- Checks campers in and out each day to make sure campers go home with their parents or parent-designated drivers.

**Emergency Helper:** In case of injury, one adult per 20 campers (in addition to the Coordinator) is needed to provide emergency transportation. This person should be aware of the nearest medical help center and how to get there, and be available to take campers home who become ill. The Day Camp Coordinator can serve as emergency transporter if there is another adult available on-site, such as the pastor or church receptionist. This person must be on-site and available to the group during the entire program day.

**Providers:** Volunteers are needed help with lunch, and to prepare, serve, and clean up after the afternoon snack.

**Other volunteers:** Depending on the arrangements decided within your church, you may need volunteers within your congregation to provide meals or housing to the Agapé staff or snacks for the campers.

### **IDEAS to GET CAMPERS SIGNED UP**

Publicity is **one of the most important WINTER and SPRING activities in making a Day Camp successful** (Day Camp is nothing without the children). Marketing experts say that it takes at least SEVEN exposures to an advertisement before one will act on it. For a congregational and community event like Day Camp, this means that a few weeks on a bulletin announcement will not produce your desired attendance. Our advice. . . start early and keep up with it.

### **IN THE COMMUNITY**

#### **Social Media:**

Post it on your website and Facebook to get the word out! Create an event and have members share it.

### **Cover the Neighborhood:**

Signs, leaflets, and posters throughout the neighborhood can help promote the camp. Other churches can also be invited to participate. Give an open invitation to your congregation to invite neighbors to participate in this event. *PERSONALLY ASK PARENTS WITH CHILDREN YOU KNOW IN THE CORRECT AGE LEVELS. THIS IS BY FAR THE MOST EFFECTIVE METHOD OF RECRUITING.* Be sure to ask early, and then they can help recruit friends. They might need to be reminded every now and then to ask their friends.

### **AROUND THE CHURCH**

Put up posters and signs to advertise the event, or perhaps an entire bulletin board can be devoted to Day Camp. Closer to the actual start date, a large sign could be placed outside the church to invite the entire community. **Choose a Sunday to set up a table in the narthex and have someone there to talk about the program and collect registrations.**

### **In the Bulletin:**

Regular announcements in your church bulletin will keep the Day Camp before the congregational eye. Inserts and the registration form could also be used to promote the event.

### **In the Newsletter:**

Publish a page of information about Day Camp in the congregational newsletter as early as January or February. This will give people a chance to learn more about the event and to block out the time on their schedules. The newsletter article should contain information on the curriculum/program, Agapé and its staff, and of course, the dates and times. The registration form, located at the end of this packet, could be a part of this publicity.

### **Temple Talks:**

Temple talks during the worship service or Sunday school classes for children and adults are an excellent way to present the program directly to the congregation. Be sure to have additional information for parents as they exit the sanctuary after worship. **We are eager to help you promote in person.** You can add to your temple talk by inviting a representative from Agapé † Kure Beach Ministries to present it. Just call the camp office at (919) 552-9421 to set up a date. Couple your temple talk with an insert in the bulletin and you will really get their attention.

### **EVANGELISM CHECKLIST (for follow-up after your day camp week)**

Use the following checklist as suggested ways to follow-up with families whose children enrolled in a Day Camp program. These are simply suggestions; you, as members, may have other effective ways to pursue new leads.

- Within the week after the program ends send a personalized thank you to each participant. Include in the letter an invitation to church and Sunday school. If possible, have one of the Day Camp participants from your congregation deliver this note in person.
- Two weeks after the Day Camp program ends members or the pastor make personal contact with each family. Be sure to invite them as guests to such events as Rally Day or church picnics.
- Phone or written contact can be made with each family a third time after the program has ended.
- As soon as you have secured dates for the following year of Day Camp, make personal contact with those new families to invite them to join you again. (Repeated invitations are a good thing.)

We hope your congregation will be able to use Day Camp as a tool in your congregation's community outreach. Alone, it is not the answer, but working Day Camp into an on-going evangelism program can be very effective.

### REGISTRATION PROCESS FOR DAY CAMPERS

One of the church's responsibilities is advanced registration of campers. Agapé ☩ Kure Beach Ministries has developed the following procedures to assist you in doing this:

#### Advanced Registration:

Advanced registration for your Day Camp takes two forms: a Registration/Profile Form and the Health History Form. The Registration/Profile Form is included in this packet and can be used as a part of your publicity. Good places to use this would be your newsletter, as a bulletin insert, or a special mailing.

**Registration Materials: *If you have run our Day Camp before, please make sure you have this year's registration materials, as changes may occur.***

The following forms are included within the post-registration packet which will be sent by email (or mail by request) in January—

1. The **Registration/Profile Form** gives you the information you will need to send campers additional information and prepare for your Day Camp.
2. The **Day Camp Health History Form** details important information on each camper's health history and provides emergency contact information.

**No camper may attend Day Camp without this form completed and signed.**

3. The **Field Trip Permission Form** informs the parents of field trips being planned and gives permission for the child to attend and use whatever means of transportation appropriate. These must be completed, signed, and returned to your coordinator before the start of the event.
4. The **Registration Record** is a form designed to assist you in keeping track of registrations, deposits, forms and camper numbers.
5. The **Attendance Record** is to be used each day of the event. Parents are required to sign their campers in and out each day to be sure campers leave with the correct adult.
6. The **Alternate Pick-up Form** is designed so parents can give written instructions when someone else will be picking up a camper.

All of these forms should be kept by the Site Coordinator until the start of your Day Camp week. When you meet with the Agapé staff on the Sunday before your week, please **give the Agapé staff, the completed Registration/Profiles Forms and the Health History Forms**. The Day Camp counselors will use the information to best divide the campers into groups. The Day Camp Team Leader must hold onto the Health Forms during the week in case of an emergency. At the end of the week, the Team Leader will return the Registration/Profile Forms to your congregation's coordinator, and **Agapé staff will keep the Health Forms**--we are required to keep camper Health Forms on file.



## REVIEW and TIME LINE of REGISTRATION PROCESS and PAYMENTS

- Beginning in the fall, reserve a week of Day Camp.  
Send to camp your completed registration form along with your completed contract and **\$100.00 holding deposit** (this is applied to your total balance due).
- We will confirm your Day Camp week and verify your estimated number of campers in October though for 2021 no deposits will be due until January.
- After your registration is complete, we will we send you the following forms:
  - ◆ Camper Registration/Profile form
  - ◆ Camper Health History form
  - ◆ Field Trip Permission form
  - ◆ Alternate Adult Pick-up form
  - ◆ Coordinator's Registration Record sheet
- A non-refundable payment of **\$1,300.00** is due on or before **March 1<sup>st</sup>** (if you haven't sent in a \$100 holding deposit, then **\$1,400.00** is due). About this time a curriculum theme will be announced.

Upon signing your contract, after **March 1<sup>st</sup>**, your deposits are considered non-refundable and you are committed to paying the total minimum Day Camp fee--**\$2,800.00**.

- If you are a first time Day Camp church or if your church has changed venues, we will set up a date to meet with your coordinator and tour your facilities--usually in April. If you are a returning Day Camp church, we will review your facilities in a phone conversation.
- Also in April, you can request information about the summer curriculum theme for advertising purposes, a sample letter to parents, and information on any craft needs. Again, these papers can also be mailed to you upon your request.
- Your next non-refundable payment of **\$1,400.00** is due on or before **May 1<sup>st</sup>**.  
*After this payment, your total amount paid to camp should equal the minimum fee for 20 campers--\$2,800.00.*
- A week** or two prior to your Day Camp we will call you to confirm:
  - Final number of your congregation's registered Day Campers
  - Our Day Camp Team's arrival time
  - The number and names of arriving staff and any special staff dietary needs or allergies
  - Other details of your Day Camp week...i.e. field trips, host information, etc.
- The balance is due by the last day of your Day Camp week. The Day Camp Team Leader can collect a check for this balance due. Please write one check payable to Agapé ☩ Kure Beach Ministries.

**Remember, the Day Camp Team Leader will be keeping the camper's Health Forms for Agapé's records, but the camper Registration/Profile forms should be kept by your congregation.**

If you have any questions about Day Camp throughout the registration and preparation process, please call or e-mail Christa at (919) 552-9421 [program@agapekurebeach.org](mailto:program@agapekurebeach.org)



**AGAPÉ DAY CAMP REGISTRATION FORM**

1. Fill out the registration form below completely with your congregation's and your own contact information.
2. Fill out, read through, and sign the contract on the next page.
3. Mail the bottom of this registration form and your signed contract along with your \$100.00 holding deposit to:  
**Agapé ☩ Kure Beach Ministries/ATTN: DAY CAMP/1369 Tyler Dewar Lane/Fuquay-Varina, NC 27526**

Agapé Day Camp dates for Summer 2021:

- Week 1—June 20-25
- Week 2—June 27-July 2
- Week 3—July 4-July 9
- Week 4—July 11-16
- Week 5—July 18-13
- Week 6—July 25-30
- Week 7—August 1-6
- Week 8 – August 8-13

**Example for RETURNING DAY CAMPS:**  
 To reserve dates you may have traditionally held with Agapé, you must have your \$100.00 holding deposit and paperwork in by **September 30<sup>th</sup>**. For instance, if you held an Agapé Day Camp on **June 14-19** in 2020, you have the first opportunity to reserve **June 20-25** in 2021, as long as your registration and deposit are in by January 1, 2021.. Please note that we cannot guarantee that all first choice preferences will be granted.

4. You will receive confirmation of your Day Camp date by October 20<sup>th</sup>. Please contact Christa (919) 552-9421 if you are unclear about these reservation policies.

Agapé ☩ Kure Beach Ministries looks forward to the opportunity to serve your congregation and community in this exciting Day Camp program!

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**2021 AGAPÉ DAY CAMP REGISTRATION**

Name of church(es) participating: \_\_\_\_\_

Site Church: \_\_\_\_\_

DC Coordinator(s): \_\_\_\_\_

Address \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Church Phone: \_\_\_\_\_

Daytime phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Pastor: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mail DC info to church

Mail DC info to my home

**Reminder:** As part of our continuing efforts to conserve the resources of God's creation, we are posting all Day Camp information on our website: [www.agapekurebeach.org](http://www.agapekurebeach.org) The forms and fliers are available for you to print and reproduce as you need. If you would rather receive paper copies in the mail, we can also do that. Please check a box to make your choice:

Please mail me the Day Camp papers.       I will use the website/email to obtain papers/forms.

## AGAPÉ DAY CAMP CONTRACT 2021

This contract is entered into by Agapé ☩ Kure Beach Ministries and \_\_\_\_\_  
Church Town

Day Camp Program Dates: 1<sup>st</sup> choice: \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice: \_\_\_\_\_

Estimated number of participants: (Minimum-Maximum Camper Range): \_\_\_\_\_

### Agapé ☩ Kure Beach Ministries will provide:

- A quality trained staff of Counselors and one Day Camp Team Leader.
- Availability of staff from Sunday 5:00 p.m. through 12:00 p.m. Friday.
- Supplies and resources as specified in the five-day curriculum.
- Pre-camp planning meetings as requested by the congregation.
- A copy of all required registration and release forms to be reproduced as needed.
- A sample of promotional material to be used.
- A closing program on Thursday evening.
- Five days (six hours per day Mon-Thurs, 3 hours Fri) of quality, relationship-based programming for children entering grades 1-8.

(919) 552-9421



### Participating congregations will provide:

- Housing and all meals for the Agapé staff from Sunday evening (dinner) through Friday breakfast.
- A site coordinator/committee that will meet/talk with an Agapé representative in advance of the camp week to plan/finalize details.
- Handling of all registration (including the collecting of health and release forms) and being present to check campers in and out every morning.
- Handling of the distribution of all public relations materials.
- Arranging and serving of camper snacks daily.
- All necessary transportation for campers to and from the daily sites.
- On-site coordinators in sufficient numbers to be present throughout the Day Camp day to assist with emergencies, support Agapé staff with campers as needed, and oversee activity arrangements (minimum **2 adults** for every 20 campers).
- Copies of this packet to all Day Camp volunteers as well as information requiring them to participate in an orientation with Agapé staff before serving in the Day Camp program.
- Adherence to the American Camp Association (ACA) and Agapé standards for health and safety regarding the Day Camp program.
- **FINANCIAL OBLIGATIONS PER DAY CAMP TEAM** (if you reserved two teams, double the amount)
  - A **\$100** deposit to secure your date for returning day camps before **December 31st**.
  - A **\$1,300.00** payment (\$1,400.00 for day camps who have not paid a \$100 deposit) upon the signing of this contract--due on or before **March 1st**.
  - A second non-refundable payment of **\$1,400.00**, due by **May 1<sup>st</sup>**.
  - Final balance of campers numbering over 20 at **\$120.00** each due by Friday of the scheduled Day Camp week
  - **After March 1<sup>st</sup> you are committed to paying the minimum total fee of \$2,800.00 as described in the lines above.**
  - If you book one day camp team and exceed the 32-camper maximum, then you will be charged for the additional day camp team and a **\$500.00** staffing fee (total of an additional **\$3,000.00**).
  - If you book two day camp teams there will be a **\$2,600** minimum payment due to cover an additional 20 campers, with additional campers up to 64 in total costing **\$120.00** each.

Failure of Agapé to meet their responsibilities can result in withholding the payment due.

Failure of the congregation to meet their responsibilities can result in the removal of the Day Camp team, cancellation of the Day Camp program and/or financial obligations.

☩ I have read through the Agapé ☩ Kure Beach Ministries Day Camp packet and this contract and agree to abide by the guidelines set forth within these pages in mutual commitment to sharing the Gospel of Jesus Christ with all people. I agree to inform A☩KB Ministries as soon as possible if our congregation must cancel hosting a Day Camp. I understand that if we must cancel after **March 1st**, we are still committed to paying the full minimum Day Camp fee of **\$2,800.00**. I understand that if we reserve one day camp team and exceed the 32 camper maximum, then we will be charged for the additional day camp team and a \$500.00 staffing fee, which is an additional **\$3,000.00**.

\_\_\_\_\_  
Congregational Representative

\_\_\_\_\_  
Date

# Summer Day Camp Registration Form

Camper Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Telephone ( ) \_\_\_\_\_

E-mail address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ Grade Entering \_\_\_\_\_ (must be 1<sup>st</sup>-5<sup>th</sup>)

If offering the Middle School program: Grade Entering \_\_\_\_\_ (must be 6<sup>th</sup>-8<sup>th</sup>)

Name of Home Congregation \_\_\_\_\_

## Profile Information

The following information is helpful to our camp staff in getting to know campers better and more quickly:

Preferred Name: \_\_\_\_\_ Pet(s)Name(s): \_\_\_\_\_

Brothers/ Sisters (names and ages): \_\_\_\_\_

Special Interests or Hobbies: \_\_\_\_\_

My child most easily relates to [ ] males [ ] females. My child is: [ ] out-going [ ] quiet and shy in groups.

Concerns, allergies, or anything that the Day Camp staff should be aware of: \_\_\_\_\_

To be answered by camper: "The #1 thing I hope we do at Day Camp is... \_\_\_\_\_."

## Permission (This section must be signed in order for your child to attend camp)

\_\_\_\_\_ HAS MY PERMISSION TO ATTEND DAY CAMP.

Parent/Guardian's Signature

please print Parent/Guardian name here

Check this box if you DO NOT give permission for Agapé ✝ Kure Beach Ministries to use pictures of your child for promotional purposes (camp brochure, web site, staff recruiting display, etc.)

Date

**Return completed form to your church's Day Camp Coordinator**