

CAMP COORDINATOR GUIDE



Table of Contents

Introduction Letter	3
New this Year	4
Online Registration	5
Important Dates	7
Medical Forms	9
Staff Information	10
Students and Parents	11
On-Site Registration	12
FAQ	14
Resourceful Templates	16





Hello Camp Coordinators,

Here in Oklahoma, we love camp! When you think of salvations, baptisms in the Holy Spirit, and young people being called into ministry, there's a good chance that one of those intimate moments happened at one of our camps. As our program continues to grow each year, our team wants to make sure we are making necessary changes so that we are more uniform and efficient in all areas. One of those significant areas will be our registration process.

Uniformity

As we begin preparing for the 2024 camp season, the registration process for both youth and kids camps will be very similar. For example, registration will be held in the Solid Rock when you check in your group at Camp Cargill.

Efficiency

All forms will be digital. This includes individual camper medical forms and staff applications. This new process will help expedite on-site check-in. Please read this manual thoroughly to familiarize yourself with the changes.

The OKAG is here to serve all our churches, so we want to make sure you are well-informed so that every experience you have with one of our events is pleasant and memorable. So, if this new process becomes too complicated at any point, please reach out to our offices.

Thank you for all the hard work you put into organizing your group for Camp. We know it's not easy, but thank you for believing in this ministry, and thank you for investing in the next generation!

Blessings,

Your OKAG and Camp Cargill Team



New This Year

- All forms will be digital. The Camp Coordinator will receive access to these forms after registering their group for camp. These links will also be available on the camp websites. **Only 2024 OKAG forms will be accepted.**
- **New this year** - Camp Coordinators will receive a link to an OKAG Shared Spreadsheet. This document will serve as a way for coordinators to receive updates on the completion of required Staff info, as well as a place to see which students have completed a medical form. You will receive this after your group is registered, so please bookmark it for your own easy access as you will frequently use it.
- **New this year - Cancellations may only be made up to 10% of your total group registration. Any spots cancelled beyond 10% will require the full camp balance to be paid, even if a camper does not fill the spot.**
- All Staff must be current in screening and training as required by OKAG. We utilize a system called Ministry Safe. Through Ministry Safe, a link will be sent directly to each applicant to complete their background check. Staff are also required to complete a Sexual Abuse Awareness training. A link will be sent to each staff member who is not current in these areas after they have completed a 2024 Staff Application. These items must be completed by the appropriate deadline.
- All staff are required to have a Senior Pastor and Character Reference submitted. It is the responsibility for each staff applicant to send the reference link to their pastor (if related to pastor, please send to a non-relative board member. If senior pastor, please send to your Presbyterian) and a non-relative character reference and ask them to complete and submit it before the appropriate deadline.
- **You will need to bring an updated Final Roster/everyone present of who you brought with you to camp.** Have it arranged by **Last Name, First Name and separated by staff and students.** This helps us check to make sure that everyone who is staying at camp has a medical form. See the end of this manual or the camp website for a template.
- The Health and Hygiene form will be online and is recently new for Kid's Camp. You will need to interview your group to complete this form. This is the form that Kids Camp groups will use to report their lice check results. It will ask for recent history of your group participant's contact with lice, bed bugs, or Covid-19. Only one form will need to be filled out for each group. The link to this form will be sent to the Camp Coordinator's email a week prior to camp.

Online Registration

Youth Camp

OKAG Churches

November 15, 2023 at 9am

Non-OKAG Churches

January 31, 2024 at 9am

Kids Camp/I-Camp

OKAG Churches

January 16, 2024 at 9am

Non-OKAG Churches

February 13, 2024 at 9am

Registration is completed by the Camp Coordinator for your specific camp on behalf of the entire group. All registrations must be done online, as we are no longer accepting paper registrations by mail. During your initial registration, you will need to know the amount of people coming from your group in each of these four different categories: male campers, female campers, male staff, and female staff. In order to register, a \$30 deposit is required to guarantee each student camper spot. For each member of staff registered, a \$50 staff fee is required, which is the full cost of a staff position. It is important to know that you do have the ability to add campers and staff to your group later, if there is still room for the camp you are attending. Late fees may apply for staff and students (see timeline for these dates).

Also, please note that there are no refunds for cancelled staff. **Before the refund deadline, only a partial refund of \$15 is available for cancellations on camper spots. The other \$15 is always nonrefundable.** Any camper spots canceled before the refund deadline will not be responsible for the full balance. While no full refunds are given for camper spots, within your own group you may substitute one camper for another if they are the same gender. There is the option to switch genders but only if there is space within the camp. This can be done by contacting the OKAG office.

New this year - Cancellations may only be made up to 10% of your total group registration. Any spots cancelled beyond 10% will require the full camp balance be paid, even if a camper does not fill the spot.

Once your group has been registered, the Camp Coordinator will receive a few very important things via email. Along with confirmation of your payment and spots, the email includes a link to the Medical Form and a Volunteer Staff Application. **These forms are all digital.**

New this year - Camp Coordinators will receive a link to an OKAG Shared Spreadsheet. This document will serve as a way for coordinators to receive updates on the completion of Staff info, as well as a place to see which students have completed a medical form. You will receive this after your group is registered, so please bookmark it for your own easy access as you will frequently use it. Only 2024 OKAG forms will be accepted. Every person staying at camp will need to fill out a medical form. They can access this link via the camp website or through the link you have been given. You will send the Staff Application link to the volunteer staff you registered for. The Volunteer staff application is to be filled out and turned in by the application deadline. Once we receive your staff application, we will begin the screening process. Anyone not current in screening with OKAG will need to complete the necessary steps. ALL STAFF must send their Pastor Reference and Character

Reference to the appropriate people using the links provided. It is the responsibility of each individual to send and confirm references are completed on time.

Recently new - The Volunteer Staff Application has a Medical Form attached so it will be filled out when the Volunteer Staff Application is completed.

Recently new - We are using a new system called Ministry Safe. This program offers the ability to run background checks and important training. After staff have completed their staff application, anyone who is not current with the OKAG screening process will be sent a link to begin their background check. With this system, they will also get a copy of the report. They will also be sent a link to complete Sexual Abuse Awareness training. **Both these steps are required to attend camp.**

Guaranteed Minimum and Group Information Date - Approximately two weeks before the week of your camp, you will be asked to commit to a guaranteed minimum number of campers and staff spots. These are spots that you have already reserved by paying a deposit. You are making the financial commitment for the full number of those spots. If you have a camper spot that is cancelled between the refund date and this date, you are not required to pay the full balance, although you will forfeit your \$30 deposit. Any camper spot that is not cancelled on or before this date, you will be responsible for the full payment of those spots even if you have campers cancel at the last minute.

At this same time, we also ask for you to have all student medical forms completed. We understand that there may be some last-minute changes, but you should be able to have most of, if not all, student names entered into the OKAG Shared Spreadsheet and confirm that medical forms are turned in.

How to Register Online

- Using the OKAG website, you will need to locate on either the Youth or Kids page.
- OKAG churches will use code for Early Access Registration.
- Scroll down and choose which week of camp you want to attend.
- Under the correct week of camp that you desire, select the number of male & female campers and staff that will be attending with your group.
- Select "Continue"
- If this is your first time registering, you will take a minute to create an account with our online system, Brushfire.

Create your group:

- Name of Group - Church City and Church Name
- Group Passcode (suggestion: church name-camp week, ex. Claremore-Camp3)
- Manage Passcode (suggestion: swap group passcode, ex. Camp3-Claremore)
- Enter Your Information
- Coordinator Name
- Coordinator Phone Number
- Coordinator Email

- (Double check that this is correct. You will receive medical forms via email after your registration is complete)
- Lead Pastor Name
- Lead Pastor Email
- Church Name
- Church Address
- Choose "Continue"
- Fill out billing info on right side
- Double check your registration numbers & payment info
- Select "Place Order"
-

Helpful Tips for Online Registration

- Create a sign-up sheet with the student's name, parent's name, parent's phone number, and email address. This helps you keep a hard copy of who signed up with parent information. This information will also be beneficial when it comes to the forms process of registration. See template at the end of this manual or the camp website.

Important Dates

Opening Camp Registration Dates

Youth Camp

OKAG Churches	November 15, 2023 at 9am
Non-OKAG Churches	January 31, 2024 at 9am

Kids Camp/I-Camp

OKAG Churches	January 16, 2024 at 9am
Non-OKAG Churches	February 13, 2024 at 9am

Guaranteed Minimum

This deadline is 2 weeks before the camp you are attending. The exception is Youth Camps 1 & 2, see Youth Camp deadlines for specific deadline dates.

The "guaranteed minimum" is the number of students in your group after the refund date you agree to pay the complete balance. Additional students may be added after your camp's designated drop date for a \$10.00 late fee if spots are available. **(Please understand that you will be responsible for the full registration cost for ALL reserved spots after your respective deadline, even if the students cancel at the last minute. There are no refunds for those students. There will be no refund for staff).**

Medical Forms and Group Information

New this year - All students and staff must be entered into the OKAG Shared Spreadsheet and Medical Forms are all due 2 weeks prior to the camp you are attending. This ensures us enough time to process your forms and **will help expedite your on-site registration process.**

The Guaranteed Minimum, Medical Forms, and OKAG Shared Spreadsheet are due:

- Youth Camp 1 May 13th
- Youth Camp 2 May 13th
- Youth Camp 3 May 20th
- Youth Camp 4 May 27th
- Youth Camp 5 June 3rd
- Youth Camp 6 June 10th
- I-Camp June 18th
- Kids Camp 1 June 24th
- Kids Camp 2 July 1st
- Kids Camp 3 July 8th
- Little Rads Camp July 15th

Date window for Refunds

Refunds of \$15 may be issued up until each camp's corresponding date for Youth and Kids Camp. No refunds will be given for staff fees.

Youth Camp

- Changes and cancellations are only to be made by the Group's Camp Coordinator.
- Changes or cancellations made to your group between Nov 15th - March 20th, will receive a partial refund of \$15 per camper. \$15 will be nonrefundable at all times.
- Camper deposits of \$30 are non-refundable after March 20th
- **No refunds will be given for staff fees.**
- Changes or cancellations made to your group between March 20th - Guaranteed Minimum Deadline will forfeit the \$30 deposit but will not be responsible for the remaining balance.
- You will be responsible for the full registration cost for ALL reserved spots after your camp's respective Guaranteed Minimum date.
- To make changes to your group's reservations, you may use your Brushfire account log in or email youth@okag.org

I-Camp & Kids Camp

- Changes and cancellations are only to be made by the Group's Camp Coordinator.
- Changes or cancellations made to your group between Jan 16th - May 1st, will receive a partial refund of \$15 per camper. \$15 will be nonrefundable at all times.
- Camper deposits of \$30 are non-refundable after May 1st.
- **No refunds will be given for staff fees.**
- Changes or cancellations made to your group between May 1st - Guaranteed Minimum Deadline will forfeit the \$30 deposit but will not be responsible for the remaining balance.
- You will be responsible for the full registration cost for ALL reserved spots after your camp's respective Guaranteed Minimum date.
- To make changes to your group's reservations, you may use your Brushfire account log in or email ocm@okag.org

Medical Forms

- All attendees, including staff and students, must have an online medical form turned into us prior to attending camp. Staff will fill this out as a part of their staff application.
- We ask that all forms be completed 2 weeks prior to the camp you are attending. You will be given access to a link for this form after registering in Brushfire. This link will also be available on the camp website.
- In order to process your group's medical forms accurately, we ask that you input all camper names into your OKAG Shared Spreadsheet 2 weeks before the camp you are attending.
- **We also ask that the day you arrive at camp, you bring a final roster of who you actually brought with you to camp. Please have this separated by staff and students and sorted by Last Name, First Name.** This helps us confirm we have a medical form for every student attending camp. Feel free to use the template at the end of this manual and on the camp website.
- If there are changes to your Group Information, all new campers and staff must have a digital medical form filled out.
- **If your staff or student has a dietary restriction or allergy, please list it in the special needs field of the OKAG Shared Spreadsheet. We may be able to make accommodations for gluten free or gluten sensitive diets if known 2 weeks before the start of your camp. At on-site registration in the Rock, please let camp staff know.** We may not be able to accommodate for other restrictions. Those who have restrictions are more than welcome to bring their own food. We have a fridge and microwave in the Dining Center to store and heat up their food. It is the responsibility of the coach or student to prepare any of these stored foods.

Staff

Here is the information we require all staff to have completed before arriving to camp. Camp Coordinators are responsible for confirming with staff that these requirements are met. Use your OKAG Shared Spreadsheet for updating and tracking this info.

Registration in Brushfire

- Camp Coordinator will purchase staff spots for their group. \$50 is required to purchase a staff spot and is the entire fee. This fee is non-refundable. The first step after purchasing staff spots is to send all your volunteer staff the Staff Application to submit.

Staff Application

- Camp Coordinator will send a link to staff attending from their group to fill out a Staff Application. The application will include their medical form for camp.

Staff Names and Staff Applications

- Staff names must be entered into the OKAG Shared Spreadsheet and have turned in their Staff Application by these dates. **Once a staff named is assigned in your OKAG Shared Spreadsheet, it is not transferable.** You must purchase a new spot for replacement staff. You are responsible for making sure the replacement staff has turned in a staff application.
- **Deadlines for Staff Application submission:**
 - Youth- March 20th
 - Kids- May 1st

Pastoral Reference

- This must be completed by the senior pastor of your church. **If the senior pastor is related to a staff member or if the senior pastor is attending camp, please have a board member fill this reference out for them.** It is the responsibility of each individual to send and confirm references are completed on time.

Character Reference

- This must be completed by someone that is **not related or a family member to you. This reference cannot be your senior pastor.** It is the responsibility of each individual to send and confirm references are completed on time.

OKAG Screening- Background Check & Sexual Abuse Awareness Training

- All Staff must be current in screening and training as required by OKAG. We utilize a system called Ministry Safe. Through Ministry Safe, a link will be sent directly to each applicant to complete their background check. Staff is also required to complete a Sexual Abuse Awareness training. A link will be sent to each staff member who is not current in these areas if they have completed a 2024 Staff Application. These items must be completed by their camp deadline.
- All staff are required to have a Senior Pastor and Character Reference submitted by their camp deadline. It is the responsibility for each staff applicant to send the reference link to their pastor (if related to pastor, please send to a non-relative board member. If senior pas-

tor, please send to your Presbyter) and a non-relative character reference and ask them to complete and submit it before their camp deadline.

Staff References, Background Checks, and Sexual Abuse Awareness Training

- All staff attending camp must submit their background check, complete their Sexual Abuse Awareness Training, and have their two references done a month after the staff application deadline.
- **Deadlines for Staff requirements to be completed:**
 - Youth- April 17th
 - Kids- May 31st

**Please keep all confirmation emails and notifications in the case that there is an error.

**See the youth and kids' website for specific staff descriptions and age requirements.

Students/Parents

All students attending camp will need to have completed the digital medical form two weeks prior to the camp they are attending.

Here are some tips to send your parents to help them as they fill out our digital medical form:

- **Put the name of the parent in the name box and the parent email in the email box** (or you can do this as the Camp Coordinator). This helps us look for the correct medical form in our system.
- Read all lines of the form before completing the form.
- Double-check the signature box to make sure the parent/guardian signature is there. This signature cannot be a student's name unless they are over 18 years old. If it is not there, double-click or double tap the signature box.
- Communicate to Parents completing the form to be aware of Auto-Fill. We often have issues with birthdates and other info being auto-filled and incorrect.
- Keep in touch with parents that might have issues with the form.
- **Have them send you their confirmation email after they have completed the form. If they do not have a confirmation email, we do not have the form.**
- Have a parent meeting with your group's parents and walk them through the process. Have them fill out the form there.
- **If there are changes in medication, please fill out a new form to ensure we have the most accurate information.**

We understand that students on your roster may change. While no full refunds are given for camper spots within your own group you may substitute one camper for another if they are the same gender. Depending on vacancies, you may be able to substitute for the other gender by contacting the OKAG office.

If there are changes to your Group, please make sure that the new additions also turn in a medical form. This is the Camp Coordinator's responsibility to make these changes in the OKAG Shared Spreadsheet.

On-Site Registration

Groups who come well-prepared to check-in with all the correct information will complete check-in fairly quickly. Here are a few things you can do prior to group check-in to help you have the smoothest possible experience.

Digital Forms

- **Confirm that every person that came with you to camp has completed a digital medical form.** Have parents and staff forward you their confirmation email. If they do not have a confirmation email, we do not have a medical form. No student is allowed to stay at camp without the Medical Release form completed by a legal guardian.

Final Roster

- You will need to bring a final roster/everyone present of who you brought with you to camp. **Have it arranged by Last Name, First Name and separated by staff and students.** This helps us check to make sure that everyone who is staying at camp has a medical form.
 - **Confirm that every adult that are coming with you as staff have completed their staff application, medical form, references, background check, and their Sexual Abuse Awareness Training.** We cannot allow adult staff who have not completed all these steps to stay at camp. All these steps must be completed prior to arriving. Camp Coordinators are responsible for confirming that these steps have been completed. Please see the staff section of this manual for more details.

Health and Hygiene Form

- The Health and Hygiene form will be online and is new for Kid's Camp. You will need to interview your group to complete this form. It will ask for recent history of your group participant's contact with lice, bed bugs, or Covid-19. Only one form will need to be filled out for each group. This form will be sent to the Camp Coordinator a week prior to camp.

Medication and Dietary Needs

- Collect and organize all student medication from your group. All medication sent from home prescription and over the counter, including natural/homeopathic methods and essential oils needs to be turned in with our camp nurse's office at check-in. The best way to do this is for each student to have a Ziplock bag with his/her name and your Church City and Church Name clearly written on it. This will help our nurse organize medicine for hundreds of campers in a timely manner. You can then place all the Ziplock bags from your group inside a larger bag or container for easy transportation to camp and back home. **All medication must be in the original bottle or packaging to be turned in to the nurse.** We cannot accept or administer any medication that is not in its original bottle, packaging, or past expiration date.

- **If your staff or student has a dietary restriction or allergy, please list it in the special needs field of the OKAG Shared Spreadsheet. See Medical form section for more information.**

Final Payment

- If you have not already paid in full online prior to your arrival, please bring your remaining balance by check or card. Your remaining balance can be found online under your group account.

Here are some tips to help you prepare for on-site registration:

- Check with your staff and students 1 week prior to the camp you are attending that they have turned in all the forms we require.
- When you meet at your church before you head to camp, create a check-in process to ensure that all forms, medication, and Health and Hygiene form are completed.

Arrival at Camp

- You will be welcomed at Gate 1 by Camp Staff. You will receive instructions on where to go. Registration will be in the Solid Rock (the gym). Only one Coordinator or leader is needed for check-in.



FAQ

I cannot find the forms that I was sent. Where can I find them?

- Sometimes the forms you will be sent will be sent directly to your junk mail. Check your junk mail for these forms. Contact your Camp Coordinator for more details.

What about those who have food allergies?

- If your staff or student has a dietary restriction or allergy, please list it in the special needs field of the OKAG Shared Spreadsheet. We may be able to make accommodations for gluten free or gluten sensitive diets if known 2 weeks before the start of your camp. At on-site registration in the Rock, please let camp staff know. We may not be able to accommodate for other restrictions. Those who have restrictions are more than welcome to bring their own food. We have a fridge and microwave in the Dining Center to store and heat up their food. It is the responsibility of the coach or student to prepare any of these stored foods.

What staff forms do I need in order to attend Camp Cargill?

- Every staff member registered for camp will need to complete a Staff Application, Medical Form, Background Check, have a Pastoral Reference and a Character Reference, and complete the Sexual Awareness Training done through Ministry Safe.

Who needs a medical form filled out for camp?

- All staff and students attending will have to have a current medical form on file with us. The staff medical form is included in the staff application.

How do I fill out the digital medical form?

- Your camp coordinator for your group will either send the link to the form to you or you can find the link on the camp website.

What references do I need to have to be a staff at camp?

- Staff must have a Pastoral Reference from their Lead Pastor (if you are related to your Lead Pastor ask a Church Board Member for a reference) and a Character Reference from someone they are not related to.

What do I have to do to run my background check for camp?

- We have implemented a new system called Ministry Safe. Anyone who is not current with OKAG screening requirements will receive a link to your email to complete an application for a background check. Once your background check has been received, you will also receive a copy of it.

What is Sexual Abuse Awareness Training?

- With our new system, Ministry Safe, all staff attending camp will need to watch a series of short videos and take a quiz. In total, the videos will take one hour to watch. This is a new part of our staff application process. We will be notified of your completion of the quiz. You will also be emailed a certificate for your records.

Do I have to register my group for camp through Brushfire?

- Brushfire registration is the platform we use for registering groups for camp. You will create a log in if you haven't used Brushfire before. See the online registration section of this manual for more details.

How do I know my students' medical forms have been completed?

- New this year, each group's Camp Coordinator will receive a link for an OKAG Shared Spreadsheet which will be used in the weeks and months prior to camp as a way for our office to update you on forms turned in. This will include Staff requirements and student medical forms. It will also serve as a way for you to update your group attendees with it. We also suggest having your students' parents forward to you the response email they get when they have completed the medical form. We ask if there are changes in medication to complete a new medical form.



CHURCH USE ONLY

Camp Cargill Sign Up Sheet

Student Name	Parent Name	Parent Phone Number	Parent Email



okag.org/youthcamp

okag.org/kidscamp