



**S.H.R.M.P. CAMP**

**GROUP LEADER**

**INFORMATION PACK**



## **WELCOME TO SHRMP CAMP!**

**THANK YOU FOR ALLOWING US TO PARTNER WITH YOU AS YOU MINISTER TO YOUR STUDENTS AND MAKE DISCIPLES. THE INFORMATION FOUND BELOW CONTAINS CAMP DETAILS YOU NEED TO BE AWARE OF AND PASS ALONG TO STUDENTS, ADULT SPONSORS AND PARENTS.**

### **KEY DATES:**

**APRIL  
01**

DEPOSIT DUE

**JUNE  
01**

PAY BALANCE  
DUE



## FUNDRAISING IDEAS

Fundraising is more than raising money to send students to camp. It can be used as a tool to continue to foster unity between your youth ministry and the rest of your church body!

### HELPFUL HINTS:

- Recruit volunteers. Recruit people who will be excited and work hard for a good cause.
- Allow preparation time. You will need to plan and prepare while thinking through your action plan.
- Spend a little money. It often takes money to make money, so the 3:1 ratio usually works well: three parts income to one part expense.
- Get some free stuff! Do not hesitate to ask for sponsorship and donations for things that can help your fundraising efforts.
- Spread the word. Plan for publicizing events and efforts. Social media is great for this!
- Set a goal. This is important because it gives your volunteers something to work toward.

### POSSIBLE IDEAS:

#### 1. Little-To-No-Preparation

##### Donation Containers:

- Place fun, eye-catching containers for people to drop money into around your church with an explanation of why the money is being collected.
- Don't forget to publicize the purpose of the containers as often as you can!

##### Money Tree:

- Set up a small, artificial tree in a well-traveled spot in your church. Fundraising is more than raising money to send students to camp. It can be used as a tool to continue to foster unity between your youth ministry and the rest of your church body!
- Provide envelopes and a way to fasten them to the branches by the tree.
- People should be informed and encouraged to place money in the envelopes as they are led and attach their envelope to a tree branch.

##### Restaurant Partnerships:

- Look for restaurants willing to donate a percentage of the proceeds of a certain day and time.
- Some may require student participation while others may not.

#### 2. Service-Related

Parent's Night Out: This is a great way to serve the families of your church and community!

- Plan a night (before Christmas and around Valentine's Day are good choices) where parents can bring their children for several hours while they have the night off.
- Plan age-appropriate activities to give both the kids and their parents a great evening.
- Decide on a price to charge for the services and make sure everyone knows to what their dollars are contributing. Parents will be asking when the next PNO will be!

Mailbox: Set up a system within your church where members can send Christmas cards to others in the church.

- Lead your youth to fulfill the requests for the cards by delivering the cards.
- Set a price for each card or ask for donations.

Gift Wrapping: Set up a gift-wrapping station around Christmas and encourage youth (or anyone else who has mad gift wrapping skills) to wrap gifts.

- Those who partake of your services will be inclined to leave a donation.

Banquet: Plan a banquet for church members to buy and sell tickets.



- Involve your youth in the planning, preparation, and entertainment for the evening.
- During the entertainment portion, inform church members about camp and why it is so important
- The entertainment can be anything you can imagine skits, songs, videos (made by you and your students), testimonials, a game show, etc. The sky is the limit!

**Handy Work:** Students provide cleaning, yard work, painting, and light construction for members of your church or community for a donation.

### **3. Other Ideas**

#### **Car Wash:**

- Let's face it...along with a clean car comes a good feeling, and good feelings lead to generous people! Be creative...publicize incentives!
- Decide that the "nth" number car washed will receive a car wash once a month for the next 6 months.
- Be sure to bring your donation bucket and your water bucket each month!

#### **Silent Auction:**

- Invite your church family to participate by bringing items they have made or want to pass on.
- The more stuff or services to auction, the more money you will make!

#### **Rummage Sale:**

- Host a huge sale sponsored by your youth group.
- Enlist youth to encourage church members to donate items, organize, and publicize the sale.
- This event will hopefully draw people from the community and introduce them to your church body.

- Make sure everyone knows where their money is going!

#### **Bake Sale:**

- Invite any and every one to be involved in a bake sale.
- Ask volunteers to bring baked goods to sell on one particular day, once a week, or once a month.

#### **Church Recipe Book:**

- Ask members of the church to submit their best-made or favorite recipes and turn it into a church recipe book.
- Design a book cover, have the books printed or self-print, and sell them back to members and neighbors.
- If you don't know how many to have printed, then take up an order form first.

#### **5K race:**

- A 5K race is a unique fundraising event the whole family can enjoy.
- Set up a 5K race in your community.
- 5K races are an easy and unique way to fundraise right in your neighborhood.
- Require a registration fee for runners. Other than that, all runners need to participate in a good pair of shoes!

#### **Chili Cook Off:**

- Invite members in your church to showcase their best chili recipe!
- Challenge them to a cook-off to find out who has the best chili.
- To determine the winners, you'll need to assign staff members or volunteers as a panel of judges.
- Require a registration fee for those who wish to enter into the competition.
- Don't forget to provide a prize to the winner.

# **GOOD LUCK AND HAVE FUN!**



## CAMP POLICIES

### FINANCIAL POLICY

***NOTE: THE PRICE OF CAMP INCLUDES HOUSING, MEALS STARTING WITH DINNER ON OPENING EVENING AND GOING THROUGH BREAKFAST ON CLOSING MORNING, T-SHIRT, NAME TAG, CAMP GUIDE AND ALL SUPPLIES FOR CAMP.***

**APRIL 1:** a \$75 per person non-refundable deposit is required for each reservation to be paid on or before April 1. Any new or additional reservations made after April 1 will require an immediate \$75 non-refundable deposit per person.

**JUNE 1:** final balance must be received by this time.

### REFUND & CANCELLATION POLICY

We are always committed to hosting planned camp and events as scheduled. Simultaneously, your group's safety is our priority. If circumstances beyond our control, including dangerous weather conditions or government restrictions, make hosting a planned event illegal, impossible, or irresponsible and we cancel the event, we will refund your deposits and final balance, if they have been paid.

### SCHOLARSHIP

At SHRMP, we believe that every student should have the opportunity to attend summer camp regardless of their financial abilities. The goal of the Camp Scholarship Program is to partner with churches to assist students in their congregation who demonstrate significant financial need and make camp a reality for them. Group Leaders can apply by contacting the SHRMP Coordinator no later than June 1<sup>st</sup>.



## TRANSPORTATION POLICIES

### SHRMP POLICY

Groups must provide adequate and appropriate transportation, drivers, and gasoline to transport students to ministry sites while attending SHRMP.

To ensure adequate transportation, each attending group must provide enough seating, with seat belts, to cover the number of participants the attending group is bringing. You may be transporting students both from your church and other churches. Please make sure your insurance covers all passengers.

- The vehicles best suiting the needs for use at SHRMP are mini-vans, personal vehicles, 12 passenger vans, and minibuses.

While we welcome you to bring whatever transportation to camp that best suits the needs of your church, we must recognize that the use of large buses poses some significant logistical difficulty.

- Please keep in mind that the driver is required to stay on site in case of emergency.
- Bringing a couple of additional personal vehicles to camp per large bus is suggested for churches utilizing large buses as their primary means of transportation. This additional transportation could include cars, minivans, or 12 passenger vans.



## **DRESS CODE**

### **While at camp, we ask students and adults:**

- Wear modest shorts (six inch in-seam). Sleeveless shirts and tank tops are allowed during free time. Shirts with spaghetti straps, open backs or excessive armpit cutouts which expose torso and undergarments are NOT allowed. Large t-shirts that cover shorts should not be worn.
- Wear closed-toe and closed-heel shoes while on ministry sites.
- Wear modest, one-piece bathing suits or two-piece suits covered with a dark colored t-shirt if we participate in water activities.
- Wear modest shorts, pants, jeans, or dresses for worship. Dresses with spaghetti or small straps, open backs, and excessively short lengths are unacceptable (must have a six inch in-seam). Modest sleeveless tops are allowed in worship.
- Do not dress in a way that calls attention to underwear (sagging your pants, rolling down your waistbands, etc.) or wear pants or shorts with lettering on the seat of the pants.

### **Participants:**

Make sure your students do NOT pack anything that:

- Advertises alcohol, tobacco, or illegal drugs.
- Explicitly or implicitly promotes racism, sexism, or hatred of any group or person.
- Explicitly or implicitly refers to sexual actions or situations.
- Has spaghetti/small straps/open back or excessive armpit cutouts, except for sleepwear.
- Is excessively short or tight fitting.

**NOTE: Adult leaders have the responsibility of modeling and monitoring their group to ensure students are dressing appropriately.**



## CAMP RULES

### CELL PHONES

- The decision of cell phone usage at camp is in the hands of the Group Leader of each church.
- Unless instructed by staff, students with cell phones are not allowed to have them out or in use during programming elements: Morning Devotions, Bible Study, Worship, and Mission Sites. Ringers should be turned to silent or vibrate. No cell phones on mission sites.

### ACTIVITIES

- Participate in all activities and be on time.
- Drink plenty of water and eat three meals a day.
- Wear closed-toe and closed-heel shoes to recreation and ministry sites.
- Wear your name tag at all times.
- Name calling, fighting, bullying, arguing, profanity or any other aggressive behaviors are strictly prohibited at camp. Play safely and use good sportsmanship.
- Always have a buddy. Don't go it alone.

### HOUSING

- Be in your room by 11:00 PM with lights out no later than 11:30 PM.
- No guys in girls' rooms or hallways and no girls in guys' rooms or hallways.
- No public displays of affection.
- No practical jokes.
- Housing areas should be kept clean, in order, and free from damage. Churches will be responsible for any damage to the room.
- Valuables such as money, jewelry and phones should be properly safeguarded. Headquarters has a safe box.
- All campers are expected to respect the rights and property of others. Loud noise and similar intrusive behaviors are prohibited.
- Athletic activities such as running, playing, and throwing are prohibited in housing areas. These and similar activities are to be done outside.

### WORSHIP

- No gum, food, or drinks allowed in the worship center.
- If campers must leave to go to the restroom, they should have an adult sponsor escort them. Make sure students go to the restroom before they go to worship.

### COVID-19 PROTOCOLS

In case of a covid outbreak, strictly follow the guidelines as specified by the SHRMP leadership.

### CAMP COVENANT

This week at SHRMP Camp, we will be a community who cares for everyone. We will speak and act with kindness and respect to each person we meet.

**SHRMP has a strict no alcohol/drug policy and is a smoke-free/vape-free environment.**



## **GROUP LEADER AND CHAPERONES**

### **WHO IS THE GROUP LEADER?**

The Group Leader is the lead chaperone, responsible for the camp registration and participants. Campers eligible for SHRMP must have completed grade 6 at the time of camp.

### **WHO IS A CHAPERONE?**

Chaperones must be at least 20 years old at camp and be one year past their high school graduation. All chaperones driving vehicles at camp must be at least 23 years old with insurance permission.

### **HOW MANY CHAPERONES DO I NEED?**

The chaperone-to-camper ratio in each group must be at least one chaperone per five campers of the same gender. For example, if you bring eight female and three male campers, you must bring two female chaperones and a male chaperone. You may wish to register extra chaperones to ensure you have someone to bring students home in the case of a positive COVID-19 test.

### **WHAT IF WE NEED TO BRING A SMALL CHILD?**

Children are more than welcome to come, but a request must be made to the SHRMP Staff ASAP! The SHRMP coordinator will discuss the specific guidelines, waivers, expectations, and any additional fees with the Group Leader.

### **What Do Chaperones Need to Know Now?**

**CHAPERONES SHOULD KNOW ABOUT SHRMP'S CHILD SAFETY POLICY.** SHRMP requires a background check to be completed for every adult attending camp aged 18 and older. A Chaperone Screening Certificate (in the G1 Forms) requires a list of every adult accompanying your group with a checked box indicating a completed background check. Any official statewide background check that you have conducted within the past three years is acceptable. A ministerial staff member of your church must sign the certificate to be presented when your group arrives at camp for Check-In.

In the event that your group's policy is stricter than this, SHRMP will follow your policy to the best of our ability. No special rooming requests are available. Please email your request to us. It is the Group Leader's responsibility to make specific rooming issues known to SHRMP in writing as soon as possible so that we can adequately plan.



## CAMP EXPERIENCE

### CHECK-IN

Arrive at our camp location between 1:00-3:00 p.m. Eastern time: The SHRMP Headquarters will be indicated at the campus. Look for our signs. The Group Leader will go to register while the students are provided a place to sit and wait. We will receive your paper form(s) and give you the following:

- Participant name tags and camp schedule
- Drawstring Backpacks (masks, hand sanitizer etc.)
- Theme T-shirts (based on the sizes you requested)
- Room Numbers
- And other Printed Instructions

**DELAYED EN ROUTE** – Please call the SHRMP Headquarters during Check-In hours to let us know you are delayed. Find the number on your General Information page.

### MOVE IN

#### ADJUSTMENTS

Initial room assignments are made up to six days before you arrive at camp, but adjustments must sometimes be made to accommodate additions or subtractions.

#### CHECK YOUR ROOMS

Do a quick visual check of each room. Note any minor problems to the SHRMP Director during the first Adult Meeting. If there is a significant issue (a room full of trash, water on the floor, etc.), then return to Registration ASAP, and we will address the issue or assign you to another room. Note that on check-out day campus personnel will inspect each room for damage and collect payments for damages before your group departs.

Student Campers are permitted to have cell phones or other devices at SHRMP during free time only. Help your students disconnect from the distractions and connect with each other and God during gathering times, worship, and at mission sites.

**NOTE:** If staffers see a student with a device during our gatherings, worship, or at mission sites, they will be confiscated, and the SHRMP Staff will notify and return the item to the group leader. Please help us enforce this rule. We have learned in past years that doing so will allow your campers to disconnect from all that is happening at home, giving them a more meaningful week of camp.

Some Group Leaders will offer their campers' time for a brief parent check-in a couple of times during the week. We trust our Group Leaders to make decisions about what is best for the needs of their campers and families.

### Camp Food

#### WHAT MEALS ARE COVERED?

All meals from dinner on Opening Day through breakfast on Closing Day are included in the program fee.

#### FOOD ALLERGIES?

Please alert us to special dietary needs in the registration forms. With advance notice, our campuses can handle most special dietary needs.



## **QUIET HOURS**

Quiet hours are 11:30 p.m. to 8 a.m. Be mindful of this when planning scheduled evening and early morning activities.

## **INCLEMENT WEATHER**

All scheduled events or retreats normally take place regardless of weather conditions.

In case of heavy rains or thunderstorms, and because the SHRMP staff has your safety in mind, we do our best to adjust the schedule to accomplish all programmed activities as planned.

## **BASIC FIRST AID**

A basic first-aid kit can be found in the Registration office and at all mission sites.

## **SHOWERS**

A shower trailer will be provided for all participants. SHRMP staff members will designate times throughout the day when the showers will be open. It is the participant's responsibility to ensure everything is removed from the shower stations prior to exiting, as a courtesy to other participants.

# **CAMP MEETINGS**

### **Group Leader Meetings**

Every night, the SHRMP Director will meet with the Group Leaders and chaperones to review announcements for the day and to address any issues that need to be addressed. This will ensure that all Group Leaders will be able to interact with the camp staff each day.

### **Discipleship Study**

There will be a time scheduled where your campers will be sharing together in a Discipleship Study Group. The Discipleship Group will be meeting each day, Monday through Friday, in a designated area.

**Please be sure EVERY camper comes to Discipleship Study with their own Bible and a writing utensil.**



## DAILY SCHEDULE (SAMPLE)

### **Saturday**

1-3 pm	Church Check ins
4:30 pm	Youth Leaders meeting
6 pm	Dinner
7-9:30 pm	Missions Training
9:30 pm	Snacks
11:30 pm	Lights out

### **Sunday**

7-8:30 am	Breakfast
8:30 am	Devotionals
9:15-10 am	Missions Training
10:30 am	Worship with local churches
12:30 pm	Lunch
1:30-3:45 pm	Flyers/Mission Training
5 pm	Dinner
6:30-9:30 pm	Mission Training
9:30 pm	Snacks
11:30 pm	Lights out

### **Mon.-Fri.**

8-9 am	Breakfast
10 am	Devotionals
11 am	Discipleship Study
12 pm	Lunch
1:30-4 pm	Depart to mission sites
4:30 pm	Dinner
5:30-8 pm	Depart to mission sites
8:45 pm	Evening Worship
9:30 pm	Snacks
11:30 pm	Lights out

### **Saturday**

8-9 am	Breakfast
9 am	Clean up
TBD	Check out after cleaning/inspection

**Free time is available at different times throughout the day.**

**Group Leaders must ensure that a chaperone remains with their students during free time.**

**Free time can also be used for rest.**



## FINAL DETAILS

### Packing List

Check out the packing list on the registration application for suggested items to bring to camp and items not to bring.

### Print Materials

All printed materials will be provided at SHRMP Camp for all participants. However, any adults attending camp will be expected to partake as part of the leadership at each mission site. This may require them to be children's teachers, recreation leaders, youth leaders, or adult study leaders.

Please contact the SHRMP staff for the appropriate materials for each of these areas. We will immediately deliver it to you via email.

### What to do if you are running late

Plan to arrive between 1-3pm for registration. If you are running late, then you need to call the SHRMP Coordinator at (757)956-7349 or (757)610-1669.

### FAQS

Got questions? Check out the **Frequently Asked Questions (FAQs)** and let us know if yours hasn't been answered.

#### 01 How much does SHRMP cost?

SHRMP costs \$200 per participant. This includes all meals, missions' material, pre and post mission devotionals, t-shirts, and so much more.

#### 02 When is registration opened?

Registration is open now until June 1st. A deposit of \$75 per participant is required for registration. Registration after March 31st can be administered by contacting SHRMP directly.

#### 03 What are the age requirements for SHRMP?

SHRMPers consist of any student in middle or high school, and any adults.

#### 04 How many adults are we required to bring?

Each church group is required to bring one adult for every 5 youth participants of the same gender. Adults must be 21 years of age or older and must reside in the same room as their youth, assist with activities, and work alongside youth on ministry sites.

#### 05 What are the transportation requirements?

We require groups to provide transportation the entire week, equal to the number of adults and students in their group.

#### 06 Is there any more information available for SHRMP?

You can visit our website or contact us using the information in this pamphlet. If you are a church located in Virginia, our church liaison can bring a presentation to your church or youth group leaders.

# **FORMS AND CHECKLISTS**



## SHRMP TRANSPORTATION GUIDELINES

These Guidelines only apply to churches transporting students, not from their church. Churches transporting their own students should abide by their church's transportation guidelines, if any.

- Attending church groups are responsible for providing enough transportation with seat belts, drivers, and gasoline to transport the number of participants their group has serving on ministry sites daily.
- Only church approved drivers will be driving their church's vehicle. Attending groups must provide at minimum one driver for each vehicle being used for transportation to and from ministry sites.
- For safety reasons, vehicles used to transport groups to the ministry sites are not allowed to pull trailers while students are in the vehicle.
- All drivers must be approved by their church insurance policy and be at least 23 years of age.

Any questions related to transportation should be directed to SHRMP Coordinator.

I have read, and am in agreement with, the stated SHRMP Transportation Guidelines. I understand that this form is required to turn into staff at registration.

<b>Church Name:</b>		
<b>Authorized signatory typed name</b>	<b>Title</b>	<b>Date</b>
<input type="checkbox"/> (Please check box) <b>My typed name is intended to be my electronic signature, and, in conjunction with the electronic submission of this document, will be binding on me.</b>		



## CHURCH & MINISTRY BACKGROUND CHECKS

Every Group Leader and Adult Sponsor at camp, age 18 or older, must have had a clear national criminal background check within the last three years before coming to camp. Any driver should have a driver's report verified along with the background check.

### General Information

Date: \_\_\_\_\_

Name of church: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

#	Participant Name	Gender	Date Check Completed
1			
2			
3			
4			
5			
6			
7			

The following individuals, listed above, have been verified and approved as having a completed criminal background check to work with children.

\_\_\_\_\_  
Name (Printed)      Title

\_\_\_\_\_  
Signature

## GROUP INFORMATION FORM

CHURCH NAME: \_\_\_\_\_

GROUP LEADER NAME: \_\_\_\_\_

GROUP LEADER CELL #: \_\_\_\_\_

GROUP LEADER EMAIL: \_\_\_\_\_

CHAPERONE OF OPPOSITE GENDER NAME: \_\_\_\_\_

CHAPERONE OF OPPOSITE GENDER CELL #: \_\_\_\_\_

**Complete the following information for your group and bring this form to registration.**

### GROUP INFORMATION

**Broken down by female and male:**

Female Campers \_\_\_\_\_

Female Sponsors \_\_\_\_\_

Total Females \_\_\_\_\_

Male Campers \_\_\_\_\_

Male Sponsors \_\_\_\_\_

Total Males \_\_\_\_\_

**Broken down by grade completed:**

Completed 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades \_\_\_\_\_

Completed 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades \_\_\_\_\_

Adult Sponsors (age 19 or older) \_\_\_\_\_

Total \_\_\_\_\_

**Note: Group Leaders must verify the areas in which the participants volunteer to ensure an appropriate placement according to the participant's capabilities.**



## **SHRMP GENERAL INFORMATION**

### **LOCATION OF CAMP**

Indian River Baptist Church  
1600 Laurel Avenue,  
Chesapeake VA 23325

### **SHRMP CONTACT INFORMATION**

#### **SHRMP Church Mission Liaison**

Ivan Garcia  
1113 Holly Avenue,  
Chesapeake VA 23324  
(757)956-7349

#### **SHRMP Coordinator**

Bonnie Dailey  
106 Pinetree Lane,  
Chase City VA 23924  
(757)610-1669

### **VISIT OUR WEB SITE FOR ADDITIONAL INFORMATION**

<https://www.shrmp.org/>

<https://www.facebook.com/groups/112814095480395>

### **EMAIL US**

[info@shrmp.org](mailto:info@shrmp.org)

### **DON'T FORGET TO BRING:**

- Twin sized air mattress
- Blanket
- Pillow
- Medications
- Towels
- Personal hygiene items
- Sleepwear
- Good walking shoes
- Bible
- Appropriate clothing for the week and activities