



PROJECT SERVE TRIP LEADER 2019 PLANNING GUIDE



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PROJECT SERVE PREPARATION CHECKLIST



Covenants are signed and in. What's next?

- 1. PROMOTE!** Promo items available on the website under "Leader Resources" and "Project Serve" pages of the camp website (www.camp.yfc.net)
- 2. CONFIRM YOUR COVENANT COMMITMENT**, due March 15, 2019 in a reply email to Kristen (camp@yfc.net). No names needed at this time. You are expected to register for the minimum number turned in on your covenant or add to it as space allows for that. Please refer to the Registration Policy for full details. Deposits are billed off this number.
- 3. PAY DEPOSIT INVOICE** due approximately on April 15, 2019. An invoice for deposits due (**\$100 per PS person**) will be sent after Covenant Confirmations are received.
- 4. APPLICATIONS DUE FROM TEAM MEMBERS** - Everyone on a PS team needs to fill out an online application. They will be available on the website by April 30, 2019, and need to be completed one month prior to your camp. *Example: If your first day of camp is June 25, your due date is May 25.* This allows the PS Leader time to read through all the applications and for them to begin making role assignments. The PS Leader will send you the link for the application, and you can pass it along to your group.
- 5. PACKING LISTS** - will be available for your preparation by May 1, 2019 on the camp website.
- 6. A-FORM** is due by NOON Mountain Time on _____
This is the final roster and when we need everyone's name and verification of completed volunteer/staff status with your chapter for those in your group age 18 and over. Look up form due date on camp website.
- 7. ARRIVE TO CAMP!** - See the "Tips for a Smooth Arrival to Camp" in this guide for arrival details.

Forms and resources can be found and downloaded from our website: www.camp.yfc.net

Contact Deb Smith, Director of Project Serve at Camp, with questions at:

Email: dsmith@yfc.net

Office: 585-729-9848

Contact the camp office with registration and payment questions at:

Email: camp@yfc.net

Office: 303-843-6744

ROLES ON A PROJECT SERVE TEAM

- **TEAM LEADER:** Provides leadership, supervision, recruitment, and implementation for everything Project Serve at a week of YFC Camp and reports directly to the Camp Director.
- **TEAM CO-LEADER:** Provides a focused leadership on the pastoral care and spiritual formation of the Team Members throughout the week.
- **AREA LEAD:** The main responsibility of an Area Leader is to provide leadership, supervision, and encouragement to the team members assigned to your area. Areas are the different categories of work needed. They are a little different per camp location but can include the following: Dining Hall, Kitchen, Dish Pit, Program Team Support, Adventure Crew, Landscaping, Housekeeping, Camp Store. Area leads are adults and have a small amount of pre-camp communication to engage in with the Team Leader.
- **TEAM MEMBER:** The main responsibility of a team member is to serve those attending YFC Camp with enthusiasm, hard work, and commitment in the role assigned to them for the week. The job assignment areas are a little different per camp location but include a combination of the following: Dining Hall, Kitchen, Dish Pit, Program Team Support, Adventure Crew, Landscaping, Life Guard (certification required), Housekeeping, Camp Store. Team members are assigned based on the needs of the camp and can be anyone age 16 or older.

ONLINE PROJECT SERVE TRAINING

THERE IS A TRAINING MODULE IN OUR ONLINE YFC CAMP TRAINING JUST ON THE PROJECT SERVE AT CAMP EXPERIENCE! GO CHECK IT OUT AT:

[HTTP://CAMP.YFC.NET/RESOURCES/ONLINE LEADER TRAINING.](http://camp.yfc.net/resources/online_leader_training)

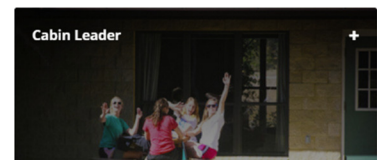
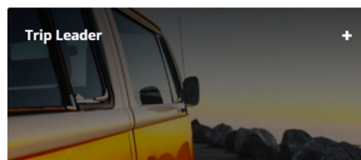
You have to use your YFC IMPACT login to access the training. If you do not have a YFC IMPACT login and you are on staff with YFC - please contact your local chapter administrator to get a login. If you are not on staff or a non-YFC ministry coming to camp - feel free to use our "Guest Login" credentials:

GUEST LOGIN CREDENTIALS -

Login: demoyfc

Password: test1234

YFC CAMP LEADER TRAINING 3 CLASSES



FOR NEW & VETERAN PS LEADERS

HELPFUL INFORMATION TO GET YOU STARTED AND HELP YOU KNOW WHAT TO EXPECT

THE GRID- the programming elements from fun events to skit themes to speaker themes stem from what we here on the camp team call "The Grid." Head over to the [camp website to download](#) it and check out the flow of the themes and desired outcomes for all involved in YFC Camp. The Camper Grid and PS Grid are both available for reference.

THE FLOW - the pacing of our week is also great to note for newcomers. We purposely start the week with HIGH energy and fast-paced rhythm to the schedule. You will be full-throttle for the first 48 hours upon arrival to the camp. As the week progresses, we also purposely slow that pace down to allow for more one-on-one time with your campers and more space to soak in what God is doing in campers' lives. On the Project Serve side of camp we maintain a rigorous schedule throughout camp, but PS team members begin to understand their role better as the week moves on.

ATTITUDE IS EVERYTHING - Your attitude this week will set the tone for the entire experience your kids will have while serving on PS! YOU responding to PS demands can make or break their experience! Remember to "get behind" everything that is happening in the schedule. You have the ability to make this PS experience great! Phil. 2:13...Do everything without complaining... (Ex. When campers purposely leave a huge mess at the table you are serving for the third meal in a row-lead the way by helping them to clean up the table and use it as an opportunity to pray together.)

PS DEVOTIONAL - For the last few years, Our Daily Bread has created a specific PS Devotional Book for our teams. You will receive the devotionals two weeks before your week of camp. Please make sure to get them to your team members so they can begin to prepare their hearts for service. **Please remind them to bring them along to camp.**

PS TRIP LEADER TRAINING - In the spring there will be a one-hour training for all PS Trip Leaders using the video conferencing service Zoom. Your PS Leader will notify you when the training will occur. If you have served as the PS Trip Leader before, it is still beneficial for you to be part of the training. There are always some new items to communicate. The more you know before you come to camp, the better prepared your team will be ☺

PS ONLINE TEAM TRAINING - There is an online training available for any PS team member signed up for summer 2019. This will be available through our online learning platform, Learn Socially.

TIPS FOR A SMOOTH ARRIVAL TO CAMP

GENERAL

- If there were any last-minute changes to your A-Form between the deadline and arrival to camp – please bring a copy of the A-Form with all your changes to give to the Project Serve Leader at registration check in.
- **Do NOT be late!** Our arrival window at every camp is specific and purposeful to allow adequate time for everyone to settle into their housing and to allow for necessary meetings. Check the website for specific arrival and departure times. **IT IS IMPORTANT THAT PROJECT SERVE BE AVAILABLE AT THE END OF CAMP TO HELP WITH FINAL CAMP CLEAN UP.**
- While you are traveling to camp – please send an update to your Project Serve Leader if something happens on the road that will cause a late arrival. If you do not have a direct phone number for the Project Serve Leader or the Camp Director at your camp – please call the NSC as there is always someone from the national camp team ready to help out.

USE OF ELECTRONICS AND CELL PHONES AT CAMP

Campers are allowed to bring cell phones, iPods, DVD players, etc. for travel. HOWEVER, upon arrival at camp we will collect all those items and hold them in a safe, locked place during the week to be returned on the last day. This is an effort to limit distraction so that a camper may have a great experience at camp. Staff and Project Serve team members will be allowed to keep their phones, **BUT** they can only be used in certain locations (NOT AROUND CAMPER). If a Project Serve team member is found using their phone in a non-designated area they will have their phone taken away from them and returned at the end of the week.

HOW TO BRING MEDICATIONS TO CAMP

Guidelines for how Project Serve team members (kids AND adults) should pack their individual medications will be listed on the packing list as follows:

- All meds (prescription and over the counter) should come in their original pharmacy container with patient name and dosage info listed if appropriate
- Label all meds with Project Serve team member name and YFC Chapter name
- Parents/ Guardians will detail out on the Project Serve team member's health form the dosing/administering information (i.e. with food, w/o food, time of day, things to consider, etc.). This information ensures accuracy of administration.
- Place all the above into a plastic Ziploc bag (also preferably labeled) for Project Serve team member to turn into the Medical Team
- Keep in mind some camps require a doctor's permission/signature in order for the Medical Team to administer medication. Be on the lookout for this at all camp – but especially at Black Diamond.
- Exceptions to a pre-collection would be inhalers & epi-pens. However, these two items still have to be reported to the Medical Team on the camper/leader's health form and thus verified with the Medical Team upon arrival.
- Project Serve Trip Leaders- Please be sure to inform the Project Serve Leader of any serious medical needs that may be represented in your group. This is helpful information to assure the safety and well-being of the whole team.

ONLINE HEALTH FORMS FOR CAMP - VIA CAMPDOC!

We will again be utilizing online health forms at all of our YFC Camp locations through the system CampDoc.com! Because of using this program last year, returnees to the same camp should have a quicker and easier process for online registration.

WHAT DOES THIS MEAN?

- NO MORE PAPER FORMS! Or at least much, much fewer papers.
- Quicker check-in on your arrival to camp
- Secured camper health data
- Searchable camper health database
- Form completion accuracy - easier to know if the form is complete before you leave for camp
- On-site medical staff have electronic, accurate, and clear record keeping (and LESS PAPER!)

ALSO, we are aware this can seem like extra work for you. It will require you to get familiar with this newer program and to likely provide additional assistance to parents. Good news is that it is simple and user-intuitive.

We are also aware of ministry sites that may have difficulty with parents not having internet access and/or emails. We are committed to working with each group to help train and get you and all your campers on-boarded. CampDoc.com has an amazing tech support info database as well as a team of people ready and willing to take your questions.

NEW FOR 2019: You will need to delete the profiles of those who are not going to attend camp the day before arrival. Failure to do so, will result in a charge per extra profile that your chapter/group has.

Our goal is by January 15, we will be contacting each Trip Leader with information on how to get started.

BUS DRIVERS & ADULT GUESTS

BUS DRIVERS

We do not allow bus drivers from charter companies to stay on-site at YFC Camps. This is in an effort to uphold our organizational safety standards and guidelines for appropriate access to kids. If your bus driver(s) is already an active, current YFC volunteer or staff with your chapter/affiliate then they are more than welcome to stay at camp as a cabin leader or Project Serve participant with your group.

ADULT GUESTS

If your chapter/affiliate desires to have adult guests at camp for the purposes of donor relations and raising awareness of YFC Camp please contact the YFC Camp office first. There are guidelines around who and how we host adult guests that are new in 2018. We are always happy to accommodate where we can to share the joy of YFC Camp with donors, family, other staff, etc. Contact Kristen at camp@yfc.net

PS REGISTRATION & PAYMENT PROCESS

For PS Trip Leaders ONLY - NOT individual students or parents

1. 2019 Dates and Locations published on August 28, 2018.
2. **Request Forms for due back on September 11, 2018.** A Locations Request Form will ask you first, second, third choice locations for each camp you want to attend and projected numbers for each. YFC Camping Department will then take these requests and place groups at 2019 camps according to multiple factors to make sure everyone has a place a camp. We do our best to accommodate all first choices and numbers.
3. 2019 Participation Covenant issued to individual groups with the camp assignment approximately November 1, 2018.
4. 2019 Participation Covenant Due back accepted and signed to Camping Department by November 15, 2018.
5. PS Covenant Confirmation - Due on March 15, 2019.
 - o All you need to confirm your number for each PS at camp group is to reply back to an email from Kristen (camp@yfc.net). This is the number off which we will invoice the PS deposits.
 - o Also note that Project Serve Covenant Confirmation and deposit due dates are also different than the due dates for camping groups.
6. PS Deposits Due - April 15, 2019 - **\$100 per Project Serve participant**
 - o Invoices sent from NSC Accounts Receivable department directly to your chapter. All Affiliates and non-YFC groups will receive an invoice directly from YFC Camp.
 - o 40% of the total PS participant price will be charged at this time as a deposit (\$100 per PS person). Final invoice for the balance will be sent and due after each camp.
7. Grace Policy
 - o You are allowed to drop a total of 10% of your registered number between April 15 and the first day of camp at no penalty or fee!
 - For Project Serve groups less than 10 - you will be allowed 1 dropped spot.
 - If you know you need to drop some numbers, feel free at any time to contact camp@yfc.net with those changes so we can adjust your Project Serve registration.
 - o What if I drop more than 10%?
 - For any number of PS spots you drop below the 10%, you will be charged at 75% of the PS participant price.
 - EXAMPLE: YOU REGISTER FOR 20, BUT ONLY BRING 15. YOU PAY THE FULL PS PRICE FOR 15, AND 75% OF THE CAMP FEE FOR 3. IF \$249 PER PERSON IS THE FULL PRICE...
 - $\$249\text{pp} \times 15 = \$3,735$
 - $(\$249 * 75\% = \$186.75) \times 3 = \$560.25$
 - Total PS Bill = \$4,295.25
8. What if I add more to my PS registration after April 15?
 - o FIRST, Contact camp@yfc.net to inquire about additional availability to add. If there is space to add, camp will gladly confirm with you the additions and add them to your registration.
 - o You will receive an invoice for a sum of the deposit for each additional PS registration.

- Your new adjusted number becomes the total registered number of which you are now allowed to drop 10%.
 - EXAMPLE: YOU ADD 5 MORE SPOTS TO YOUR 10. NEW TOTAL IS 15 AND ARE NOW ALLOWED TO DROP A MAXIMUM OF 1.5 (10%) WHICH WOULD ROUND UP TO 2.
- 9. Final Payment is due approximately 30 days after billing. You will receive your final invoice from NSC Accounts Receivable department soon after camp. Do not bring money to camp with you.
 - All final adjustments to numbers, additional fees for adult guests, Project Serve group adjustments, etc. will be made once that information is received from camp. Final invoices for that camp will then be sent out and expected to be paid within 30 days of billing. A finance charge will be assessed on excessively late payments.

PAYMENT PROCESS

INVOICING:

- Camp Registrar will keep a detailed registration record for each **chapter** reflecting registered numbers, adjustments, and the accompanying charges. Using this registration record, billing amounts will be generated and provided to Accounts Receivable whom will send out actual invoices to chapters approximately 30 days out from a target due date (see Payment Schedule section below). A copy of this registration record can be obtained at any time from camp@yfc.net
- Due Dates listed on the camp website are the *target dates* for payments. If there is a discrepancy between a due date listed on website/other camp literature and an NSC Invoice... ***please pay according to the due date listed on the invoice.***

PAYMENT SCHEDULE:

- PROJECT SERVE DEPOSITS - will be billed according to the number given by the Trip Leader in the "PS Covenant Confirmation" form in March. PS Deposits are \$100 per person registered and due APRIL 15.
- FINAL PAYMENTS - will be determined and adjusted upon receipt of actual attendance numbers for that week of camp then billed out after those adjustments have been made shortly after the first day of that week of camp. Final Payment for a camp is due 30 days after billing. Again, pay attention to invoice due dates.

MAKE CHECKS PAYABLE TO:

Youth For Christ USA

Memo: Invoice # or Name of the camp you are attending

MAIL YOUR PAYMENTS TO:

Youth For Christ USA

P.O. Box 4478

Englewood, CO 80155

CAMP RULES & GENERAL TERMS

NON-TRANSFERABLE REGISTRATION

This means that you cannot "sell" or give your unused spots to another YFC ministry center or group. You are responsible for your committed numbers. Work directly with the camping department on registration solutions as needed.

MAXIMUM/MINIMUM AGE FOR PROJECT SERVE

- **Ages 16** through adulthood are welcomed to serve! The important thing to remember is that a week on a Project Serve team demands physical labor, long days, and shortened sleeping hours.
- Age 16 is the desired age due to long days and work expectations. We need people that have a strong work ethic and the ability to persevere. Connect with your Project Serve Leader at the camp where your PS Team Members will be serving if you have someone under 16 that wants to serve. **Together** you will make the decision to allow them to serve or not.

MINIMUM ADULT LEADER AGE

- ALL adult leaders who are coming to stay in cabins with participants **MUST** be at least 18 years of age or older. If you have volunteers/leaders under 18 who are interested in coming to camp, please direct them toward Project Serve.
- Each leader **MUST** have completed the entire volunteer or staff on-boarding process locally with your chapter-affiliate of Youth For Christ. Showing up to camp without this process completed could result in that adult leader being sent home. Please commit to the safety of all of our students and make sure each volunteer is properly vetted before arrival.

CAMPER & PS PARTICIPANT RULES

- **Drugs/ Alcohol/ Weapons/ Knives** are not allowed at camp. If a camper is found with possession of these things, he or she will be sent home at their own expense.
 - With the rising popularity of **marijuana** and **marijuana edibles**, our Risk Management team has advised us to pass along a notice that kids may bring drugs in other forms. **We encourage you to find ways to deter these items from coming to camp** such as calling your local police department and have drug dogs present when loading your vehicles.
 - In the past years we have had a number of **pocket knives** brought to camp - mostly on accident - as they may be a standard thing for adults and students to carry. We ask that you be aware and advise campers and leaders to leave them at home as they are not allowed at any YFC Camp. If found on site, they will be confiscated and possibly **not** given back at the end of the week.
- **Smoking** is only allowed in designated areas at **high school** camps. It is generally not permitted at middle school camps. Please contact us if this is an issue.
- There is no rule for campers regarding **bathing suits**, however, we ask that all staff & leaders would set an example with a modest swimsuit.

- Campers are allowed to bring **cell phones, iPods, DVD players**, etc. for travel. HOWEVER, upon arrival at camp we will collect all those items and hold them in a safe, locked place during the week to be returned on the last day. This is an effort to limit distraction so that a camper may have a great experience at camp. Staff will be allowed to keep their phones.
- **ALL MEDICATIONS** (prescription and over the counter) will be collected upon arrival for campers, Project Serve kids, *and any staff staying with minors*. Prescription meds **MUST** come in their original container, which must display the camper's name and dosage information. Complete details for how to bring and label medications are listed in the "Tips for a Smooth Arrival" section and will be on the Camper Packing Lists, and in the Medical Policies available for download on the [camp website](#).
- **Public Displays of Affection (PDA)** - hand holding & hugging is the only appropriate PDA allowed at camp.
- **Baptism at Camp** - It is the preference of YFC Camp to have this wonderful milestone celebrated at the camper's home with family. If it must happen at camp, you **HAVE TO FIRST** clear it with the Camp Director, acquire parent permission, and spend some careful time with the camper looking at scripture to make sure what is happening is understood by the camper. Logistically, it must happen at a private time (like early morning) and **ONLY** attended by people in your chapter/ministry area.

PS ADULT LEADER/TEAM MEMBER RATIOS

There must have at least a 1:5 adult leader to PS Team Member ratio. You can make the ratio smaller to fit the specific needs of your team size, but **DO NOT** make the ratio any larger.

VOLUNTEER WORK HOURS - There may be people that are coming with your group that need documentation of volunteer hours. We will provide a form at the end of your week of camp. Please communicate this information to your group ahead of time. Some Volunteer Hour requirements may have a specific form (from your local HS, Community Group, etc.) with detailed information. They may need to bring this information with them to camp. The average amount of volunteer hours for a Project Serve Team member can range from 50-65 hours for one week of camp.

