



LEADER HANDBOOK FOR KIDS CAMP

*P.O. Box 2138 · Duluth, GA 30096
1-866-I-GO-TELL (446-8355) · info@gotellministries.com*

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Leader Checklist

Before you arrive at GO TELL Camp, you should...

Register online by paying a \$30 deposit per person...

Visit www.gotellministries.com to register your group online!

Pay online with a credit card, debit card, or automatic draft from your checking account. GO TELL accepts American Express, MasterCard, Visa, or Discover. You may also mail a Registration Form to the GO TELL office. Please include a check for your deposit of \$30 per person. Make checks payable to GO TELL Ministries.

Our mailing address is:

GO TELL Ministries
PO BOX 2138
Duluth, GA 30096

*Deposits must be received in the GO TELL office **ON OR BEFORE the deadline** specified in the *Camp Costs and Discounts* form to receive the priority registration rates for your group.

*Please remember that **deposits are non-refundable**.

*Number of spaces is held ONLY as deposits are received.

Please read carefully the Financial Policies and Procedures information in this handbook (page 7) so that you will fully understand these items and not incur any additional expenses.

Recruit counselors so that you have 1 counselor for every 7 students. If you bring female students, you must have female counselors; if you bring male students, you must have male counselors.

☐ Have a parent meeting. (THIS IS VERY IMPORTANT!)

At this meeting:

- Gather email addresses for all parents or guardians, in order to send out the link to fill out the medical release form online. *Student & Adult Campers must complete the GO TELL Medical Release Form online* . We MUST receive the GO TELL medical release form and not your church medical release form. You will receive an email blast from our office that can be forwarded to the parents of those attending camp.

If any parent/guardian of those attending do not have access to the internet or computer - here are some options:

- Have them fill out a manual version of the medical release form (that can be received from our office) and then have someone submit online for them.
- Have a computer(s) available during the parent meeting for parents to fill in the medical release form online. It takes less than 5 minutes to complete. An email address will need to be used in order to receive the link to print the form.

Once you have collected all printed medical release forms, please alphabetize (Adults & Student Forms together) before arriving at camp. Please plan to bring two copies of each camper's medical release form to camp with you - one copy for you & the other copy will be collected at registration for the medical staff.

- Print and distribute the *What to Bring* handout.
- Pass out the "Prayer Request Form", in this handbook, to your parents and have them complete, if desired, and return to our office. We want to pray for you and your students specifically!

- Show the promo videos. You may download this from our website or contact our office to receive the video in a DVD format.
- Pray for a great week of camp!

Complete a background check on every adult in your group, including the bus driver!

Background checks MUST be current – i.e., completed within the last twelve months. Print off the “Background Check and Verification Form” included in this guide, sign the form, and fax it to GO TELL at 770-622-5603. You may also mail it to GO TELL at P.O. Box 2138 Duluth, GA 30096 or email to info@gotellministries.com

If you would like to have your background checks done online you may go to the camp website (www.gotellministries.com), and click on the link for Data Facts. Data Facts, Inc. is an excellent source for obtaining criminal background checks. You can contact her at (901) 685-7599, ext. 8638. These forms must be submitted by the due date listed in the handbook!

Submit final payment, rooming breakdown*, and t-shirt orders online by the due date listed below.

Again, you may pay online by credit card, debit card, or automatic draft from your checking account. (You may also make checks payable to Go Tell Ministries.)

Our mailing address is: GO TELL Ministries
 PO BOX 2138
 Duluth, GA 30096

**Rooming Breakdown includes number of males & females attending with your group. These numbers will be used to assign rooms. A link to the online Rooming & T-shirt Breakdown Form is available on the website.*

□ What to know about Rooming:

Once your Rooming Breakdown is submitted in your online account, GO TELL Office staff will assign rooms for your group.

At the Georgia Baptist Conference Center, rooms are as follows:

Females: Rooms sleep 4-5 per room with private bath.

Males: Rooms sleep 2-12 per room with private or community bath - depending on location of housing (rooms, lodge, cabin, etc.)

Once rooms are assigned for your group, we will email an excel file (Final Rooming) with a layout of these rooms. Per the venue, we will need all names of campers & adults entered into the excel file in the rooms you would like to place them in. The GBCC will not issue room key cards until this is received.

PLEASE NOTE: Rooming assignments will be divided 50/50 (guys/girls) if payment and/or rooming breakdown information is received after the final payment deadline.

Please log-in to your online account and enter the names of all your students and counselors NO LATER THAN THE DATES LISTED BELOW.

If you need assistance logging in to your account, please contact the GO TELL Office at 1-866-I-GO-TELL and someone will be happy to assist you.

Deadlines are as follows:

Items Due	GBCC	June 28-July 2
Final Payment		June 6th
Background Check Form		June 6th
Names & T-shirt sizes Entered Online		June 6th
Final Rooming (includes camper names)		June 20th

We are looking forward to seeing you at camp this summer!!!

Financial Policies and Procedures

DEPOSITS

Deposits are \$30 per person, and they are NON-REFUNDABLE. Deposits from canceled registrations cannot be applied to your group's balance. They also cannot be applied to late fees or to your camp account for the next year.

In order to secure the Early Bird rate for an entire group, a minimum of 5 deposits (\$150) must be received in the GO TELL office prior to **February 28, 2018**.

As long as GO TELL receives the minimum deposit of \$150 before rate deadline, you will secure the rate for your entire group! You may then add people to your group (even in April, May or June!) at the same rate, *as long as space is available*.

If the minimum \$150 deposit is not received in the GO TELL OFFICE (not postmarked) prior to **February 28, 2018** students will be registered at the Standard registration rate.

The number of spaces at camp are reserved ONLY as deposits are received (i.e. if the number of deposits paid is 1 (\$30) and the number of students coming is 20 only ONE space is held). To be fair, we cannot under any circumstances hold spaces for those who have not paid a deposit.

Visit www.gotellcamps.com to pay deposits online, or make checks payable to GO TELL Ministries and mail them to P.O. Box 2138 Duluth, GA 30096.

FINAL BALANCE

On or before the due date listed below, GO TELL needs to receive ALL of the following:

- Final Balance Payment
- Rooming Breakdown/T-shirt Orders
- Background Check Certification Forms

<u>Camp Location</u>	<u>Camp Date</u>	<u>Due Date</u>
GA Baptist Conference Center	June 28-Jul 2	June 6

- To be fair, these dates apply to all churches and cannot be adjusted for any reason!
- Pay deposits and final balances online - it's easy! Visit www.gotellcamps.com to pay by credit card, debit card, or automatic draft from your checking account. GO TELL accepts American Express, MasterCard, Visa, and Discover. If you need assistance in logging into your online account, please contact the GO TELL office at 1-866-I-GO-TELL.
- Checks can also be mailed to P.O. Box 2138 Duluth, GA 30096. Please make checks payable to Go Tell Ministries. Payments MUST be received by the due date listed above.
- Submit rooming breakdowns and t-shirt orders online! If you need assistance logging in to fill this information in, please contact the GO TELL Office at 1-866-I-GO-TELL.
- If you have any questions, please email info@gotellministries.com or call 1-866-I-GO-TELL. We're happy to assist you in any way possible!

LATE FINAL BALANCE

If your church is unable to meet the above policies; the following procedures will be followed:

- 1) *Your space will be fully forfeited* if any churches are being held on a waiting list. It is not the obligation of GO TELL Ministries to notify you. Your deposits will not be returned. (If space is available, you may be able to attend another week of camp.)
- 2) If your church is able to attend your originally scheduled week, *you will be charged a late fee of \$100* for the first day after the due date that your payment was not received. Each subsequent business day will be another \$25. *Any late fees incurred must be paid before arriving at camp.*

PLEASE NOTE: Rooming assignments will be divided 50/50 (guys/girls) if payment and/or rooming breakdown information is received after the due date.

REFUNDS

To be eligible for refunds of the final payment, you must notify us in writing of changes to your group's final count prior to or by 4:00 p.m. eastern time on the "DUE" dates listed above. Failure to do so obligates your church to pay the final balance for the number of registrations (determined by paid deposits) that we are holding for your church as of the due date.

All refunds will be processed within 10 business days of the end of your camp week. *There is no eligibility for refunds after the dates listed in the "Due Date" column.*

While we sympathize with situations that are outside of your control, including illness, family situations, etc., we cannot refund your camp balance after the due dates above. As of this due date, GO TELL Ministries is committed to pay all costs, such as facility fees, lodging, meals and other fees related to camp.

CAMP CANCELLATION POLICY

Should camp be cancelled due to unforeseen circumstances which are outside of our control, including but not limited to national disasters, weather conditions, etc., deposits remain non-refundable. Camp balances may be refunded if the facilities utilized refund GO TELL Ministries. This may vary by location.

If your church group chooses not to come to camp due to weather conditions, and the camp is still held as scheduled, all payments are non-refundable.

It is our desire for camp to be a positive experience for everyone involved. We are here to help you in any way possible. Remember, if you follow the guidelines in your registration information, you will not incur late fees or forfeited monies. Thank you for your help in this important area!

2018 Camp Costs and Discounts

<i>DATE OF CAMP</i>	<i>LOCATION OF CAMP</i>	<i>Early Bird Rate</i>	<i>Standard Rate</i>
		Through Feb. 28, 2018	After Feb. 28, 2018
June 28-July 2	Georgia Baptist Conference Center (Toccoa, GA)	\$230	\$260

**Conference, lodging, and all meals are included in this cost!!!*

*When sending in your payments by mail,
please include this worksheet with your payment.*

Total Number Attending ____ X Registration Cost _____ = \$ _____

Less Deposit _____ (Number of Deposits X \$30) - \$ _____

Balance (Subtract Deposit from Registration Cost for All Attendees) = \$ _____

FINAL BALANCE = \$ _____



REGISTRATION FORM

June 28-July 2, 2018

(Please print or type.)

CHURCH NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CHURCH PHONE: _____ CHURCH FAX: _____

CHURCH EMAIL: _____

PASTOR NAME: _____

PASTOR EMAIL: _____

YOUTH PASTOR NAME: _____

YOUTH PASTOR EMAIL: _____

YOUTH PASTOR CELL PHONE: _____

REGISTRATION FEE:

DEPOSIT: \$30 Per Person, NON-REFUNDABLE

- Spaces are held only as deposits are received! One deposit of \$30 holds space for one person.
- Deposits are NON-REFUNDABLE.
- Please return this form, along with your deposit of \$30 per person (*min. of \$150 to receive these rates), to GO TELL Ministries ON OR BEFORE the rate period you are registering for.

Deposits Received:

Through Feb. 28, 2018

After Feb. 28. 2018

Camp Cost Per Person:

\$230

\$260

- Please make checks payable to GO TELL Ministries. Credit card payments may be made online at www.gotellcamps.com.
- Please read the "Camp Costs and Discounts" form, as well as the "Financial Policies and Procedures" form, for important information regarding camp costs and procedures.



BACKGROUND CHECK VERIFICATION FORM

GO TELL’s primary concern is for the safety and well-being of all the students who attend camp. Therefore, GO TELL requires that a criminal background check be completed on every adult who attends camp. It is the responsibility of each youth pastor/group leader to verify that a background check has been performed within the last 12 months, and is on file at his/her church, for EVERY ADULT ATTENDING CAMP WITH HIS/HER GROUP. (This means that a criminal background check should be on file for all youth pastors, parent volunteers, other chaperones, and bus drivers.)

Data Facts, Inc. is an excellent source for obtaining criminal background checks.

Once you have obtained a current background check on all of the adults in your group, please sign the bottom of this form and return it to GO TELL’s office by the due date listed below:

<u>Camp Location:</u>	<u>Camp Date:</u>	<u>Due Date for Return of Background Check Forms</u>
GA Baptist Conference Center	June 28-July 2	June 6

NAME OF CHURCH: _____

NUMBER OF ADULTS ATTENDING CAMP: _____

By signing this form, you agree that you’ve obtained a criminal background check on all of the adults in your group who are attending GO TELL camp. You also acknowledge that each criminal background check has been performed within the last 12 months and THERE ARE NO NEGATIVE RESULTS.

(Signed by Youth Pastor/Group Leader)

(Date)



Parents' Prayer Request

Dear Parent or Guardian,

I am greatly honored that your child is able to attend GO TELL Camp this summer. In 1989, God gave me a vision to start a youth camp ministry that would impact teenagers' lives with the Gospel of Jesus Christ. Since then more than 100,000 students and their leaders from churches nationwide have attended our GO TELL Camps. Thousands have made personal commitments to Christ, and many have surrendered to full-time Christian service. To God be the glory!

It is my prayer that your child's heart will be transformed by the power of the Holy Spirit through the anointed music and preaching of God's Word.

To this end, I want to invite you to join with me as a prayer partner for the camp ministry and especially for your child. I want this to be a very special time of spiritual renewal for your teenager – a life-changing experience that will deepen his or her commitment to live for Christ and to serve Him daily as a witness.

I am setting aside a special day of fasting and prayer for the youth attending GO TELL Camp this summer. Attached is a special prayer request form. Since you as a parent know the deep needs of your child, I invite you to complete this form and return it to our office.

Our staff will take these special prayer requests before the Lord to intercede on behalf of your child and the other students. We will ask God to move in a powerful way to meet the deepest needs of your child. I pray GO TELL Camp will impact his or her life forever!

Sincerely in Christ,

Rick Gage

✂ CUT OFF HERE AND SEND DIRECTLY TO GO TELL MINISTRIES

Dear Rick: I want to join you in fasting and prayer for camp. I ask that you pray for the following specific needs in the life of my child (children) who will be attending GO TELL Camp.	
My son(s)/daughter(s) will be attending the week of (check one):	<input type="checkbox"/> June 23-27, 2018 <input type="checkbox"/> June 28-July 2, 2018
Their name(s) and needs are as follows:	
[] Please send my FREE copy of <u>More than a Game</u> to:	
Name of Parent or Guardian:	
Street Address:	
City, State, Zip:	
Email:	
Name of Church:	
Please return this form to: GO TELL Ministries, P.O. Box 2138, Duluth, GA 30096 Fax: (770) 622-5603 info@gotellministries.com	

CAMPER INFORMATION

What to Wear:

- Casual clothes for the day: modest shorts/t-shirts.
- Swimming:
 - Guys – MODEST swimsuits no higher than mid-thigh. T-shirts must be worn in all indoor locations (rotunda, Griffith Lobby, etc.)
 - Girls – MODEST one-piece swimsuits or modest Tankinis (must cover your stomach). A large dark T-shirt or cover-up must be worn to and from the swimming area.
- One-piece bathing suits must be worn while tubing on the lake.



www.limericki.com

What NOT to Wear:

- Shorts, tops, skirts, etc., that are too tight.
- Short shorts (hem no shorter than fingertips when arm is extended).
- Skimpy Tops (Halter, etc.) or shirts that don't meet your pants or rise up above your pants when arms are raised.
- T-shirts with distasteful designs or messages.
- Bikinis, Tankinis, French-cut, or one-piece resembling two-piece swimsuits.
- Spaghetti-strap tops (unless you have a shirt underneath).
- Pants that are too low cut and don't allow you to bend over without being embarrassed!



What to Pack:

- Bible, notebook, pen
- Toiletry items
- Bath towels (We recommend that students bring unique patterns and colors to keep things separate in their rooms)
- Linens: All bed linens are supplied (pillow, sheets, and blanket).
- Limited spending money - Vending machines and snack shops are available.

What NOT to Pack:

- Any item that is illegal, dangerous, or may be used to cause damage to the camp facility or harm an individual (examples: alcoholic beverages, drugs, fireworks, weapons, water balloons, or water guns, etc.).
- Tobacco products – GO TELL Camp has a no-tobacco policy.
- If used inappropriately - Media/Music/Video devices (including cell phones) may be confiscated.

GO TELL Camps reserve the right to collect any item that violates the above provisions.

First Aid/Medication

Medical personnel will be on duty throughout the week of camp. All serious cases of sickness or injury should be reported to the medical staff immediately.

Nurses station will be open the following hours:

* June 28-July 2, 2017

Thursday: 1:00-9:00PM

Friday-Sunday: 9:00AM-9:00PM

Included in this handbook are directions to the local clinic and other information. Infirmary will have basic first aid items available.

Valuables

GO TELL Ministries and each GO TELL Camp venue cannot accept responsibility for missing items. Therefore, it is advised that campers not bring unnecessary valuables to camp. Each camper is responsible for his/her own cash and valuable items.

Please check LOST & FOUND area before your group departs camp!



Medical Information and Directions

Georgia Baptist Conference Center
462 Sunrise Way . Toccoa, GA 30577 . 706-886-3133

Emergency - (911)

There is an emergency telephone in each elevator. (Elevators should not be used in case of a fire.) There is a telephone at the third floor registration desk of the Griffith Hotel. There are pay stations on the 1st floor lobby of the 7000 Wing of the Griffith Hotel and in the lobby of the King Hotel.

There is an AED Emergency Defibrillator by the office door in the office hallway of the King Hotel. Another AED Emergency Defibrillator is located on the 3rd floor lobby of the Griffith Hotel next to the elevators.

Stephens County Hospital (24 hour emergency care)

Ambulance Service: 706 886-9494 (you must dial the area code)
Main Switchboard – 706 886-6841

Directions:

Exit Georgia Baptist Conference Center turning left on to Lake Louise Road.
Lake Louise Road dead ends into Prather Bridge Road - turn left
Prather Bridge Road dead ends into Tugalo Street - turn right
At the 3rd traffic light, turn right onto Alexander Street
Continue straight for approximately 1 mi. and turn left onto Toccoa Falls Road.
The hospital entrance is on your left after turning onto Toccoa Falls Road.

Toccoa Clinic Medical Associates (9 a.m. – 5 p.m., Mon—Fri)

Family Practice: 706 886-3148

Toccoa Clinic MED Access (4 p.m.—9 p.m., Mon-Fri and 9 a.m.—7 p.m., Sat-Sun)
706-827-2607

Directions:

Exit Georgia Baptist Conference Center turning left on to Lake Louise Road.
Lake Louise Road dead ends into Prather Bridge Road - Turn left
Prather Bridge Road dead ends into Tugalo Street - Turn left
The Toccoa Clinic will be 1/4 mile down on the right side of Tugalo Street