

gotell

**Youth Leader
Handbook**

::: 2022 :::

::: Liberty University :::

::: June 27-July 1, 2022 :::

P.O. Box 2138 · Duluth, GA 30096

1-866-I-GO-TELL (446-8355) · info@gotellministries.com

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Youth Leader Checklist

Register online by paying a \$50 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 \$50 per person. Make checks payable to GO TELL Ministries.

Our mailing address is:

GO TELL Ministries
PO BOX 2138
Duluth, GA 30096

*Please remember that deposits are non-refundable.

*Number of spaces is held ONLY as deposits are received. Please remember that SPACE IS LIMITED at our camps this summer. We recommend sending in deposits (\$50 per person) for those students & adults in your group that plan to attend; while also being aware that deposits are non-refundable.

Please read carefully the Financial Policies and Procedures information in this handbook (page 8) to 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.

□ Before arriving at camp, have a parent meeting.

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 from our office that can be forwarded to the parents of those attending camp.

If any parent/guardian does not have access to the internet or computer - here are some options:

- Have them fill out a manual version of the medical release form (available on our website) and 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 about 5 minutes to complete. Once submitted, an email will be sent with an attachment 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 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 *Camper Information* document included in this handbook.
- 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!

- 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 handbook, 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

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 mail a check made 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, GO TELL Office staff will assign rooms for your group.

Once rooms are assigned for your group, we will email a file (Final Rooming) with a layout of these rooms. Per the venue, we will need all names of campers & adults entered into the file in the rooms you would like to place them in.

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 submit the names of all your students and counselors on the Final Rooming template that is emailed to you **NO LATER THAN THE DATES LISTED BELOW.**

If you need assistance, 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	Liberty University June 27-July 1, 2022
Final Payment	May 25
Background Check Form	May 25
Group Info & T-shirt sizes Entered Online	May 25
Final Rooming (includes camper names)	TBD

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

Financial Policies and Procedures

DEPOSITS

Deposits are \$50 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.

A minimum of 5 deposits (\$250) must be received in the GO TELL office to secure your group's registration spot. SPACE IS LIMITED!

The number of spaces at camp are reserved ONLY as deposits are received (i.e. if the number of deposits paid is 1 (\$50) and the number of students coming is 20 only ONE space is held). To be fair, we cannot under any circumstances hold space 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>
Liberty University	June 27-July 1	May 25

- 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.
- 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 on page 7.
- Submit rooming breakdowns and t-shirt orders online! If you need assistance in sending 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 can 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 on page 7.

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 on page 7. 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!



2022 Camp Costs and Discounts

<i>DATE OF CAMP</i>	<i>LOCATION OF CAMP</i>	<i>Standard Rate</i>
June 14-18	Shocco Springs Conference Center (Talladega, AL)	\$340.00
June 27-July 1	Liberty University (Lynchburg, VA)	\$340.00

***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 \$50) - \$ _____

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

FINAL BALANCE = \$ _____



REGISTRATION FORM

Shocco Springs: June 14-18, 2022
Liberty University: June 27-July 1, 2022

(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: \$50 Per Person, NON-REFUNDABLE

- **Spaces are held only as deposits are received!** One deposit of \$50 holds space for one person.
- Deposits are NON-REFUNDABLE.
- Please return this form, along with your deposit of \$50 per person (*min. of \$250 to secure space for your group), to GO TELL Ministries. **SPACE IS LIMITED!**
- 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” on page 11, as well as the “Financial Policies and Procedures” on page 8, 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.)

One source available for Background Checks is MinistrySafe (www.ministrysafe.com). GO TELL Ministries uses this resource for background checks on our staff and guests. In addition, our staff is required to complete training sessions prior to serving at our ministry events.

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>Form Due:</u>
Shocco Springs Conference Center	June 14-18, 2022	May 18
Liberty University	June 27-July 1, 2022	May 25

NAME OF CHURCH: _____

WEEK OF CAMP: _____

CAMP LOCATION:

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 GO TELL Camp the week of: _____
Their name(s) and needs are as follows: _____ _____
<input type="checkbox"/> 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