



# Twinlow Community Based Day Camp



2018 Registration and Congregation Guide

***Dear Partner Congregations,***

***Thank you for choosing to work with Twinlow and our Community Day Camp Program. We exist to serve your congregations and in the process help strengthen the work they do out in the community every day. We believe that Day Camp is one of the best ways we can partner together to provide relevant ministry and help invite people inside the doors of our congregations.***

***NEW IN 2019! We are now offering Twinlow Night Camp as well as Day Camp for youth 6th-12th grade. Find out more in this guide.***

***This guide has been put together to describe the details of the Day Camp planning process as well as to give you information about the Day Camp Week. It will be helpful to new Congregational Coordinators or churches who are hosting Day Camp for the first time, but it may also give new ideas to congregations who have participated in our Day Camp Program in the past.***

***Please make sure that you read this guide in its entirety, even if you have participated in our day camp program in the past.***

***Thank you for partnering with Twinlow to host Day Camp. We look forward to working with you.  
God's Peace,***

Kristen "Moonie" Moon  
Day Camp Coordinator  
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## Our 2019 Theme is: Peace Works

### Day Camp Cost

#### Package A

(includes 3 staff, program supplies, and transportation)

Suggested for day camps of 25 or less campers

\$1,300\*

#### Package B

(includes 4 staff, program supplies, and transportation)

Suggested for Day Camps of 25-50 campers

\$1,650\*

#### Package C

(includes 5 staff, program supplies, and transportation)

Suggested for Day Camps of 50 or more campers

\$2,000\*

**(Early Bird Discount: Subtract \$100 if deposit received by Feb. 1, 2019)**

\*Churches outside PNWUMC Inland District are asked to help with additional transportation cost which is based on round trip mileage

## Weeks Available for 2019:

June 23-28

June 30-July 5

July 7-12

July 14-19

July 21-26

July 28-August 2

August 4-9

August 11-16

## References

Sue Robinson of partner church Fowler United Methodist in Spokane had the following to say:

"[The Twinlow Staff] was PRO active about solving problems and very creative about using their resources and our resources to make things work....They were great at communicating with each other and us... They put kids first. Every time we looked around, they were not huddled together as a team, they were huddled with kids, listening and asking questions and forming relationships, and offering attention, and affirmation."

If you would like to talk to other Community Day Camp leaders please contact me and I will connect you.

## What We Bring to Your Community

We call our Day Camp Program "Camp in a Van," but unfortunately we can't bring all of camp, and the lake doesn't travel well. We do bring

- 3-5 of our trained camp staff (staffing based on the package that suits your community)
  - All Twinlow Staff go through two weeks of staff training, are background checked, CPR/First Aid certified through the American Red Cross, and want to spend their teaching children about Jesus!
- Music
  - All Twinlow Staff learn songs and how to lead them. We do our best to send at least one musician to every Day Camp, but we can't always promise that.
- Puppet shows
  - Our staff are trained by a professional puppeteer and write their own puppet shows that correlate with the theme of the day.
- Craft supplies
  - We bring craft supplies for a week of experiencing grace through creativity. If you community can support our ministry by providing supplies such as scissors, glue, and tape we appreciate it.
- Nature awareness supplies
  - God is an awesome creator and part of camp is experiencing nature. We train our staff to teach kids to love and respect the planet we have been given. Each day we will learn from the bible story how to care for creation.
- Games

- Camp is all about having fun while experiencing the love of Christ. What better way to do that than through games! Our staff know how to play hard and worship hard!
- Age appropriate Bible lessons
  - Each year we work hard on choosing a curriculum that brings the Word of God to age appropriate levels for on-site and Day Camp. Each day as a part of camp our staff will lead campers through a bible story with activities and discussion. Please keep in mind that our curriculum is written for 1st-12th graders and our staff are trained for that age as well.

## NEW IN 2019!

- Youth Night Camp!
  - Twinlow offered for a few communities last summer to run evening “Night Camp” for youth, 6th-12th grade. Some communities offered this Sunday-Thursday nights, some did just one night, others went every other night. All of them had positive feedback for this program.
  - It adds value to the Day Camp program
  - It is a great way to get youth involved with your congregation and Twinlow Camp.
- What we can do:
  - Nightly “campfire” devotions
  - Evening programs that involve an activity or game, bible study, and discussion
  - Service projects in the community (Last year we partnered with members of the congregation to do small service projects one night)
  - Go to local events (minor league baseball games, pool party, movie night in the park, farmers markets, etc.)
- Communicate with Twinlow if you would like to try the Youth Night Camp in your community this summer.
  - It is a good idea to have a solid plan before your week
  - Have Twinlow coordinate with your youth leader about Youth Night Camp
  - This is a new thing, so it might take some time to really get it down.

### Twinlow DOES NOT SUPPLY:

- More than 5 staff
  - Our resources are spread thin some weeks and we need staff on-site to run programs as well. Please make sure you are recruiting volunteers to help your Day Camp week go well.
- Decorations
  - If you see elaborate decorations, or set designs in our promotional material, each individual church has done that. We bring the bulk of the program, we cannot provide decorations as well.
- Name tags
  - Name tags are great, they are not supplied by us
- Health Care
  - Twinlow Staff is not responsible for camper healthcare during Day Camp. Please make sure you are gathering camper health forms and have a process for accidents. Twinlow Camp is not responsible for camper injury during Day Camp
- Extra program supplies
  - If your church wants to go big for Day Camp that is great, and I recommend that you coordinate that with Twinlow before, and during your week.
- T-shirts
  - If your community wants t-shirts that sounds like a fun plan, Twinlow does not supply these.

If at any time in the planning process you have questions please call or email the Twinlow Day Camp Coordinator.

## Some of the Benefits of Partnering with Twinlow for your Day Camp

- Leadership! Take away the stress of finding leaders year after year for your VBS. Yes, you will still need to provide volunteers, but we provide the LEADERSHIP to help your program succeed and most of your volunteers just need “to show up.”
- Organization – END THE CHAOS. This is a process that works. Volunteers are utilized honored, and appreciated for their help.
- Our staff come ready for ministry, ready to serve, ready to teach, and ready to learn.
  - On a year round basis, Twinlow is ready and available to help you get ready, help you promote and market to children your program, and help you recruit volunteers.
- No purchasing curriculum or materials. Twinlow comes equipped with supplies, music, and staff who know how to use them and lead. We call it camp in a van.
- Ministry opportunities – Twinlow Staff can minister to your campers, they can minister to your junior high and high school volunteers. Staff get to stay with church families and could interact with almost everyone in your church. Your campers go home and share with their families, those families share with their neighbors. It could be a snowball effect.

## Camper Numbers

In order to have the right materials for your program, we ask that you keep Twinlow aware of your registration numbers and give us a final estimate a week before we arrive. Depending upon your community, word may spread and we have seen the number of campers double during the week. Praise God! And we work hard to bring plenty of materials for everyone. Please let us know as soon as possible about any staffing changes you might need for your week of Day Camp.

## Site Coordinator

Possibly the most important decision your congregation will make is to select, appoint, or commission a Site Coordinator for your church. This will be the contact person between Twinlow and your congregation. Some churches have used a staff member and others have used a dedicated and organized volunteer. This position is critical for our success and Twinlow commits to helping equip your site coordinator to be successful.

## Hosting Your Day Camp Team

### Your Day Camp Team

- Will be made up of college aged young people who may be from all over the country and possibly other countries
- Please keep in mind that you will most likely get the names and sexes of your day camp staff **on the Wednesday before they depart**. This is because staffing for the next week of our on and off-site camps happens on Wednesday. Camp is a spontaneous place and plans change frequently, this is

part of why we love what we do, however we understand that can be frustrating for your planning purposes. We ask for grace and patience when waiting for staff information.

- Our summer staff range in age from about 18 years old to about their mid-twenties, and are trained to work in all of our programs. (day camp, on-site camp, partnership programs) Over the course of the summer, our staff switch between programs from week to week.
- Your team will likely be a mix of male and female staff. Every effort will be made to let you know the gender breakdown of your team by the week before your camp starts.
- Our Summer Ministry Team members are hired with the understanding that they will uphold the mission and ministry of Twinlow. EXPECTATIONS include:
  1. Faith in Jesus as Lord and Savior and a willingness to share that faith with others
  2. Enjoyment of people of all ages and the willingness to put their needs and those of the camp community ahead of personal desires.
  3. A general understanding of Christian teachings
  4. Ability to function as a working member of a team
  5. Good physical health, emotional stability, and vitality
  6. Willingness to laugh and have fun
  7. Hold Current CPR and First Aid certifications
  8. Maintain a professional attitude when it comes to service and hospitality
  9. Participate actively in community growth and respect of others
  10. Emphasize safety in all activities including emotional, physical, and spiritual safety

## Host Families

Your host families open up their homes to the team and provide them with a place to relax in the evening and get a good night's sleep. By doing this, host families have the opportunity to become acquainted with the young men and women who work as summer staff for Twinlow which is one the best ministry aspects of this program.

### Host Family Expectations

- Staff should have their own beds, staff cannot share beds. But they are camp counselors so cots, couches, and air mattresses are just fine.
- Male and Female counselors need separate rooms for sleeping.
- A place for staff to shower and rest between Day Camp responsibilities
- A close proximity to the Day Camp location is desired but not required
  - We send one vehicle to day camp, and if there is more than one host family the staff can drive and pick up the other staff.
  - Host families can offer to chauffeur staff, but it is not a requirement.
- Meals
  - Host families can provide meals, or a popular option is to have the staff travel around from family to family for meals. A new family hosting for dinner each night makes for more love to be spread in your community and less burden on one family.

### Host Families are NOT expected to\*:

- Entertain or cater to our staff, they are guests in your home.
- Chauffeur staff to and from the church or Day Camp location

- Feed the staff every night.
  - It is always a good idea to share the love and have a different family host the team for dinner each night
- Offer up any extra luxuries such as laundry, TV, internet, etc.

\*But it is always appreciated if they do

## Meals for the Day Camp Team

The Day Camp Team will need meals from Sunday lunch through Friday lunch.

- **Breakfast:** Most churches have the host families provide breakfast for our staff. Occasionally someone meets the Day Camp team at the church early and brings breakfast for the entire team.
- **Lunch:** Lunch is served to the team at your church during the camp day. It's important that the team's lunch is similar to what the campers will have. (i.e. If campers have a sack lunch, it might cause a problem if the team is having Pizza or a meal from McDonalds.) Some churches have a person that makes lunches for all the campers and staff while others bring in a lunch for just volunteers and staff each day.
- **Dinner:** Most congregations have the Day Camp Team go over to a different home for dinner each night. Other churches have the team members return to their individual host homes for dinner. These meals can be a tremendous opportunity for your congregation to get to know our staff. Think about who would enjoy spending an evening with these young people and invite them over. Do you have some Methodist college grads, or people who used to work at camp in your church, they might enjoy the chance to socialize with our staff.
- **Snacks:** It is also a good idea to have healthy snacks around for the staff to snack on if they get hungry. Being a Day Camp counselor is hard work and staff can develop quite an appetite.
- **Dietary needs:** We train our staff in meal etiquette, in how to be a gracious guest, and how to use their manners. We will work hard to send staff who are flexible and easy going. Sometimes there may be some dietary needs and we will make every effort to inform you of these needs before the week starts. When they arrive on Sunday and meet with your coordinator, these are good times to work out those type of details.

## Getting the Word out about Day Camp!

Publicity is very important to making your Day Camp Successful. Keep your entire congregation informed and excited about hosting Day Camp. Remember that the advertising that you do for this summer will help with advertising for next summer.

- List the Day Camp week as early as possible on your church calendar
- Share the word to children, their parents, and even other people in the congregation. The more people who know about your program, the more people who can help spread the word. Make sure that seniors know that their neighbors and grandchildren are welcome too.
- If your congregation has a preschool or elementary school, send Day Camp Flyers home with students. This should be done in January or February when parents begin to plan their children's summer activities.

- Place Day Camp posters in busy areas of the church to grab the attention of folks. Be sure to have the name and contact information of the site coordinator on each poster. Having volunteer leaders, past campers, and Sunday school kids make your posters is a great way to build excitement.
- Send a letter to the parents of every child ages 6-12.
- Place a short paragraph in your church bulletin every week, starting about two months prior to the start. Make sure the wording changes so that it continues to be noticed.
- Include articles about Day Camp in your monthly church newsletter starting in January.
- Plan a special “Camp Sunday” to start accepting registrations for Day Camp. Play games and plan outdoor activities and crafts that relate to the Day Camp theme to build interest.
- Give a “Temple Talk” in Sunday worship to explain to the congregation what Day Camp is all about.
- Invite someone from Twinlow to visit your congregation to promote Twinlow and Day Camp. We love to visit congregations but keep in mind that our schedules get very busy as it gets closer to summer.
- If you have had a day camp at your church before, make a display using photos from past years and place it on a table with registration forms. Remember these displays are more effective when staffed by a volunteer who can answer questions.
- Have a phone-a-thon. Gather a group of volunteers to call families from your congregations that have kids between the ages of 6 and 12 and invite them to Day Camp. Snacks and a party always make phone calls more fun.

## Market to your Community

- Place flyers on community bulletin boards in libraries, stores, etc. Think about places that attract families with kids.
- Door hangers are very effective. Have teams of people hang them around your church’s neighborhood.
- Encourage your day campers to have their friends register too. Consider giving a discount to kids who bring a friend, or to children who are not members of your congregation.
- Invite other congregations to participate in your Day Camp. Ask these other churches to advertise to their families with children.
- Make Day Camp t-shirts and have Day Camp volunteers wear them to church to generate interest. T-shirts can be great advertising for your church and for next year’s program.
- Don’t forget a volunteer photographer for Day Camp so that you can use the pictures for next year’s publicity. Pictures that are taken can be used as a slide show at the end of the week or burned onto a CD and given to campers at the end of the week. This is a great way to leave visiting families with a positive impression of your church.

## The Day Camp Week

### Sunday – The Team arrives

- The Day camp team will leave from Twinlow no earlier than 6:00 am. This means for churches on the West side of Washington they would arrive around noon. Please greet them upon arrival.
- Please let Twinlow know as soon as possible if you would like the Team to participate in worship. Most churches will introduce the team and say a few things about Day Camp. In addition, the team can teach the congregation a song or do the children’s sermon.

- Please keep in mind the distance away from Twinlow. In order to have well rested and happy counselors.
- Lunch will need to be provided for the team unless otherwise specified.

## Planning Meeting:

- The Day Camp Team Leader and the Site Coordinator will need to meet and work out the Day Camp details. Any Volunteers are encouraged to attend so everyone can meet each other and get the week off to a great start.
- The Site Coordinator will need to give a copy of all the camper registration forms to the Team Leader to take back to camp. (This can be done at the end of the week if necessary.)
- The Twinlow Team Leaders will ask some questions at this meeting:
  - What spaces are available for Day Camp Use? Which spaces are not available?
  - Where will the counselors be staying? (Maps are helpful)
  - How will meals be provided for the staff?
  - Will there be any field trips or special events during the week?
  - Who will let the Day Camp Team into the church each morning and lock up the church each night? (The staff need to be at the church up to one hour before and one hour after to clean and plan)

## Monday – Friday

### Registration

- Your church should require a registration form (registration forms provided by Twinlow). They cannot stay unless this is turned in or completed by a parent or guardian.
- Camper Registration is the congregation's responsibility and will not be done by the Twinlow Staff. We realize that Monday mornings can be hectic for the first day of registration and extra volunteers can help this process go smoother.
- We can help provide registration forms. Again, please make sure copies of these go back with the Day Camp Team.
- Each camper must be signed in and out of Day Camp each day. This must be done by someone from your congregation as the Day Camp Team will be busy with campers at these times. This is a great time for church staff to meet and connect with Day Camp families. Make sure you remind them of the times so they can "work the crowd!"

### Youth Night Camp

- New this summer we are offering Community Night Camp for youth 6th-12th grade
- This is a great opportunity to get youth involved with your congregation and Twinlow Camp
- We can offer night camp in the evenings Sunday-Thursday.
- Usually these are 3-4 hour long programs that involve games/activities, bible time, community outings, and/or service projects
- We have taken youth groups to baseball games, pool parties, and movies in the park
- We have partnered with local individuals to do small service projects such as yard clean-ups, volunteering at a local food bank, and more.
- Our staff can lead "campfire" style devotions for your youth group
- This is a great idea if you have a healthy youth group, or if you are hoping to build one.

- Twinlow staff cannot drive campers or volunteers. Make sure you have transportation for youth outings
- Other Youth Night Camp Ideas:
  - Evening Vesper Services
  - Board Games
  - Make your own pizza night
  - Putt Putt and Prayer
  - City Wide Scavenger Hunt
  - Fun Campfire and S'mores
  - Family Night

### **Going Off Site:**

- Some Day Camp churches take their campers to a nearby park or playground to utilize more outdoor space. Our staff loves playing with campers outside.
- If your congregation chooses to take such a trip, you are responsible for organizing and planning the entire trip and make sure that there is safe and appropriate transportation to and from the site.
- Twinlow Staff are not permitted to drive campers or volunteers in their vehicle.

### **Thursday Evening Program**

- A Thursday Evening Program is an excellent outreach opportunity. Make sure that your entire congregation, as well as camper families are invited.
- Campers will have the opportunity to introduce their counselors to their parents and to show off their classroom or projects that they have made. Twinlow Staff will be able to help lead a 30-45 minute program of singing, skits, and closing worship.
- Most congregations start or end the evening with a potluck, a BBQ, or an ice cream social. Your church is responsible for planning and advertising for the event and any food or help needed for the evening.

### **Friday**

- Day Camp begins at 9am and ends at 3pm Monday – Thursday, but will end at noon on Friday. This allows the staff time to clean up, meet with your church leaders, and drive back to Twinlow for our weekly staff meeting.

### **SAMPLE Daily Day Camp SCHEDULE**

8:15 Staff and Volunteer Team Meeting (Twinlow staff & congregation volunteers)

8:45 Campers arrive/Check in

9:00 Morning Worship (starting with story time and/or songs while campers arrive)

9:40 Group time 1

10:10 Morning Snacks

10:25 Energizers

10:35 Group time 2

11:05 Group time 3

11:35 Gather for Lunch

11:45 Lunch time

12:15 Transition Time (songs, games, stories, etc)

12:35 Group time 4

**1:05 All Camp Activity**

2:15 Afternoon Snack (optional)

2:30 Closing Worship

3:00 Campers leave/Check out

**3:15 5 minute Prayer time with Staff and Volunteers**

### **FRIDAY SHORTENED SCHEDULE**

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8:15 Staff and Volunteer Team Meeting

8:45 Campers Arrive/Check in

9:00 Morning Worship (starting with story time and/or songs while campers arrive)

9:30 Group Time 1

9:55 Group Time 2

10:15 Group Time 3

10:35 Group Time 4

11:00 Closing Worship

11:45 Dismiss/Campers leave

12:00 Leadership Team meeting/Goodbyes

12:30 PACK UP

1:00 Twinlow Staff on the road

## Ideas for your Day Camp

### Service Activity Ideas

- Visiting care facilities
- Making friendship bracelets for children in shelters
- Decorating placemats for soup kitchens
- Check out [www.volunteermatch.org](http://www.volunteermatch.org) for great ideas and for places to serve in your area.

### Snack Ideas

- Nutritious
- Easy to make
- Easy to clean up – think no trash too
- Granola Bars
- Water, 100% juice, or Milk

### Lunch Ideas

- Sack Lunch that campers bring
- Sack Lunch the congregation provides
- Hot lunch the congregation provides – think volunteers!
- Serve Water or juice instead of kids bringing their own drink
- Offer an environmentally friendly Day Camp site by using non-disposable cups, plates, and utensils for lunch

### Intentional & Intergenerational Ideas

We have found Day Camp to be a great time for campers to get to know the Pastor, Associates in Ministry, lay ministers, and other church staff members in a more personal way. We encourage you to invite these adults to take part in the Day Camp program as much as they are available.

## All Camp Ideas

- Guest Speakers – bring in the firefighters or a veterinarian
- Cookouts!
- Trip to the Local Park or swimming pool
- Field trip to the zoo
- Service Activities

## Details to Think About

### **Campers with special needs:**

- Our Day Camp program is designed for children that are used to being in a large group setting, and our usual ratio is one counselor and a volunteer helper per every 10-12 campers. (This depends on the number of campers that you have, of course.)
- We do not want to exclude other children from participating in Day Camp, but you may need to make special arrangements to provide one-on-one help for them.
- Please be as clear as you can in your communications with parents in order for everyone to have a positive Day Camp experience.
- If you have any questions regarding special needs campers, please contact Twinlow.

### **Camper Fees and Payment:**

Your congregation establishes the fee you charge campers who attend Day Camp. Some churches have been able to build Day Camp into the annual budget and offer a free week for everyone. Others have divided the total fee between the estimated numbers of campers and have then established the fee based on passing all costs on to the campers. Fees have ranged from FREE, to \$5.00 per camper and up to \$40 per camper based on the estimated numbers, church finances, the number of campers needing financial assistance, and other local expenses. Indicate your established fee clearly on all documents used to promote the event.

The final bill will be given to the site coordinator at the beginning of the week. Since fees are established by your congregation, payment to Twinlow at the end of the Day Camp should be made in a single check from the church instead of the individual checks received with the registration. Check with your congregation's treasurer or Church Council to establish a system for depositing the camp fee funds and for final payment to Twinlow at the end of the Day Camp week.

### **Insurance:**

- The congregation is responsible for insurance to cover the use of church facilities and potential liability for this co-sponsored program.
- Twinlow staff are covered by their own insurance and by secondary insurance through the PNW Conference. If you would like a copy of Twinlow's liability insurance for your records, please let us know.

## Policy on Reporting Abuse or Suspected Abuse

- Twinlow Staff are Mandated Reporters and trained in recognizing and dealing with situations of abuse.

- They are trained to speak with the Twinlow Camp Director when this situation arises and we will ask the staff member to speak with a leader of the church before making a phone call.
- We will ask our staff to write down facts and what the camper says. Twinlow may follow up with Pastor or leader to make sure the right action was taken.

## Protecting yourself:

- Do not spend time alone with a camper where other people cannot see you
- DO NOT ENGAGE IN ANY INAPPROPRIATE TOUCH WITH A CAMPER - OR ANYONE ELSE.
- Write down and report ALL injuries.
- Report ANY suspicion of abuse
- Don't insist (force) children to do things they are not comfortable doing i.e. trust falls, activities involving touch, swimming, etc.

## Volunteers:

- Our Day Camp Team cannot effectively minister to your kids without your Volunteers! These volunteers will be working with the Day Camp staff and assigned to small groups and activities. They will also be helping out with registration, daily sign-in and sign-out, snacks, lunch, and helping out wherever they might be needed.

## We ask the following of your volunteers:

- They must have completed *at least* their freshman year of High School.
- We need at least one volunteer per Day Camp Team member (3-5), if not more. Another ratio is 1 volunteer for every 10-12 campers.
- Your volunteers need to be present and available to help during the entire Day Camp Day. If you (the site coordinator) won't be able to be on site for the whole week, make sure that you have someone to take your place.
- That they help out the Day Camp Team! Volunteers will be supervised by the Congregational Site Coordinator and the Twinlow Team Leader, and must be willing and able to step in wherever they are needed. So, one day they may be needed to help with crafts, but another day they may need to help clean up after snack time.
- You may use Jr. High aged helpers to assist with registration and snack time, but they must be directly supervised by an adult volunteer who is at least 21 years old. *Jr. High helpers cannot work alone directly with the day campers.*
- *When you recruit volunteers, please keep in mind that we are relying on you to find volunteers that will be an asset to the program.*

## Finally

Thank you for your partnership. Our Mission is to serve your congregation. Talk to us about what you need and how we can continue to do things better.