
CAMP COORDINATOR PACKET



www.ntym.org



HELLO & WELCOME!

North Texas Youth Ministry loves camp! We strive to give your students the best week of their year through connections with friends, their leaders, and more importantly God!

We know that camp registration and getting to camp can be difficult. It's our heart to create a seamless process so that you and your students have the best week possible. We are here to help in any way we can!

We appreciate the hard work you put into organizing, fundraising and all it takes to get your students to camp. We know there are many other options that you could choose and we are grateful you chose to hangout with us!

Thank you for believing in this ministry and investing in the next generation!

Sincerely,

NTYM Staff
youth@northtexas.ag



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Here is where you can find out all the details of what you as a church coordinator does.

LEADER INFO

This is all the info you need to share with your leaders.

DATES AND PRICES

These are the important dates to remember to lock your prices in.

OUR PROCESS

This is where you will find all the information on how to get registered!

A FEW REMINDERS

A few miscellaneous reminders.

CHURCH COORDINATOR

DEFINITION

Church coordinator: The individual is responsible for the organization of a church's camp group. There should be just one church coordinator per church.

RESPONSIBILITIES

The responsibilities include, but are not limited to:

- Serve as a direct point of contact from the NTYM office as it pertains to your church groups enrollment into camp.
- Group reservation - complete the link request form.
- Maintain access to Brushfire and verify that campers are enrolled into your group.
- Confirm adequate number of group leaders for the group size: 1 leader for every 9 students.
- Make church payment for campers and group leaders (all financial arrangements are made through this person)
- Confirm that all attendees have signed their consent forms.
- Communication with parents regarding camper registration process (all parental questions should be filtered through this person and **not** NTYM staff)
- Awareness of and adherence to dates and deadlines
- Work with NTYM staff to complete camper housing assignments (if your group has more than 20 people per gender)
- Handle check-in at camp, or designate a representative in their place.

TRANSPORTATION

All church groups are recommended to travel to camp as a group. Please do not allow individual drop-off, unless previously discussed.

LEADER INFO

LEADERS

Every church should bring 1 leader for every 9 students they have attending.

REQUIREMENTS

- Leaders must be at least 18 years old.
- You will help your students have the best week of their summer.
- Every leader is required to register on Brushfire, pay, and sign the consent form.
- Following your registration our team will check your leaders status on Ministry Safe. Every leader is required to be trained and background checked through this software every 2 years. The links do expire after two weeks of being sent out. So make sure your leaders are watching for these links.
 - Background check - If we determine that the background check is necessary for your leader(s) we will send an email with a background check questionnaire directly to them. This form will collect all the necessary info we need to run the background check. The link expires 2 weeks after being sent. Per our district leadership, each leader is required to have a social security number to run it.
 - Training - If we determine that the training is expired we will send a direct link to your leader(s) that need that too. These links do expire after two weeks of sending as well.

*Please note that these emails like to go to spam so be sure your leaders are searching for keywords like "ministry safe" "training" "twilliamson@northtexas.ag" to find these links.

DATES & RATES

STUDENT

LEADER

\$250	EARLY NOW - JAN 6	\$180
\$280	ON-TIME JAN 7 - APR 14	\$210
\$290	LATE APR 15 - MAY 19	\$220
\$300	LAST CHANCE MAY 20 - CLOSE	\$230

See "Our Process" (next page) for why each of these dates are important to remember.

Payments can be mailed to:
NTYM ATTN: CAMP #_____
P.O. Box 838 Waxahachie, TX 75168

OUR PROCESS

How do you secure your spot? We're glad you asked!

01 Camp Week Request

Fill out the group request form. In this form you will tell us your top two weeks you would prefer to attend. Give us which week is your priority and we will do our best to get you in that week. Our system is what we consider a hybrid system. Give us your best estimate for how many students and leaders (including yourself) you plan on bringing. Your link will be emailed to you within 3-5 business days.



02 Brushfire Registration

Once availability of the camp you have requested is confirmed, we will send you a link through Brushfire that is specific to your church. Use the link to register students, leaders, and YOURSELF.

Requirements for Leaders Ministry Safe - Required every two years. Each new leader will receive 2 emails from Ministry Safe. They must complete the background questionnaire and sexual abuse awareness training within 14 days of receiving the emails. If a leader has completed Ministry Safe with NTYM within the last 2 years, they will not receive emails. We will update their registration to show this step is complete.



OUR PROCESS CONT.

03

Payment

You have two options for making payments.

Mail to: NTYM ATTN: CAMP #_____
P.O. Box 838 Waxahachie, TX 75168

Online: Deposits can be made through Brushfire and your remaining balance through your Square Invoice.

One church payment can be made to cover all NON-REFUNDABLE \$100 deposits for all students and leaders. You will receive an invoice two weeks before camp for your group balance that is due at camp check-in.



04

Complete Online Consent Form

This will be emailed directly to the parent/guardian. This email will come from Dropbox Sign. Please make sure this is submitted before the current deadline as registration and price cannot be locked in without it.

Failure to register the correct email will result in a \$10 resubmission fee per registrant. For Example: Coordinator's email is entered instead of the parent or leader's email. Or, person registering enters an email with a typo resulting in the automatic system being unable to process.



A FEW REMINDERS

COMMUNICATION

Communicating with our office is best through the youth@northtexas.ag email and all communication should be done through the Church Coordinator. All parent communication should go directly to your coordinator and not our office. When sending an email please add to your subject "Church Name & Camp #_____" This helps us with our communication times and can help us get an answer to you quicker.

REGISTRATION CONFIRMED

Registration is only confirmed when all 3 steps are completed for an individual is complete (Brushfire, consent form, and payment).

Pricing is locked in when all steps are complete in the registration process by that deadline. For example Bobby John's registration is complete when his Brushfire is in, consent form signed, and deposit payment is made by Jan. 6 (the early deadline). Bobby has also locked in the \$250 price.

CHANGES

We know mistakes happen, so to request a change of information for a student or leader that has already completed online registration, please email youth@northtexas.ag. In the subject please Include your "Church Name & Camp #_____"

DEPOSIT TRANSFER

If a student or leader cancels before registration is closed you may transfer their deposit to a new student/leader of the same gender for a \$10 transfer fee. The new person will incur the current price at the time the new registration is complete. (i.e. If an on time person cancels during the late registration dates, their \$100 deposit can be transferred to a new person. The new student/leader will be considered a late camper)

CHURCH REPORT

We do have an easy report we can create and send to you that has everyone who is registered for your group, if they have ordered a preorder water bottle, T-shirt, or signed their consent form. Just send us an email requesting a "Church Report".

A FEW REMINDERS

LEAVING POLICY

We understand that there are circumstances in which someone would leave camp early. If this is the case you will need to connect with a Camp Dean onsite to get checked out.

VISITOR POLICY

All of our adults on campus are properly background checked and Ministry Safe trained. Due to the dedication we have to protecting your students, we don't allow visitors at camp.

MONEY AT CAMP

We have a merch shop, coffee trailer, Snack Shack, and a Speed the Light offering night. All of these accept cards or cash. For more info on Speed the Light feel free to check out www.ntym.org/stl.

HEALTH CENTER

At camp we have a health center that is fully staffed with health care professionals that take time out of their summer to be a part of all that God is doing at summer camp. So rest assured that your students are in good hands.

MEDICATIONS

NO MEDICATIONS are allowed to be in a camper/leaders bags or in the cabin due to the safety of others. We do fully stock our Health Center with over the counter meds that our staff can administer, as long as a parent/guardian approves it in the students registration.

All medications must be in the original packaging, otherwise we cannot administer it. The medication form must be filled out within prior to attending camp by the parent/guardian.

SAFETY & HEALTH

Our camp staff reserves the right to send any attendee home for: health and safety, sexual misconduct, or physical altercations.

A FEW REMINDERS

CONSENT FORMS

On your manager link, you have an easy way to see who has or hasn't signed a consent form. These consent forms can be tricky but please take it upon yourself to keep up with who is still missing these signatures. These links do expire and you will be charged a \$10 fee anytime a consent form has to be resent.

SCHOLARSHIPS

NTYM does not offer scholarships, however we have a connection with a ministry that will help with students who are facing fatherless situations. For more information reach out to us at youth@northtexas.ag.

HYDRATION

It is very hot at camp. We highly recommend that everyone buy or bring a reusable water bottle to help combat heat and dehydration. There are water stations located in the fitness center, worship center, outside the tabernacle, and the Heath Center.

