



HopeWood Connect Day Camp Resources 2024



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HopeWood Outdoors' Mission Statement

Bringing people together to experience Christ through natural settings and programs.

What is HopeWood Connect Day Camp?

HopeWood Connect Day Camp offers congregations quality Christian experiences for young people by providing a Christ-centered day program in their own community. Our hope is that you will use day camp as a vehicle of youth evangelism in your community. While day camp provides an avenue to introduce outdoor ministry to new youth, our primary goal is to get them excited about the Gospel of Jesus Christ.

Philosophy

HopeWood Outdoors promises to:

- Share the Gospel of Jesus Christ in experiential ways to everyone through teaching the love of Christ in quality programs, leading by serving, and inviting and including all.
- Affirm individual campers of their value as a sibling in Christ by welcoming them with a smile, upholding intentional small group experiences, and empowering campers to participate in and lead activities.
- Provide a safe place for Christ-centered, fun activities by providing every congregation we serve with our risk-management policies, training our staff continually to be health and safety minded, and quickly responding to potential emergencies.
- Focus on our impact on the environment and to be stewards to God's earth by teaching stewardship through meaningful daily encounters with nature, conserving our resources, and reducing our waste.
- Exceed expectations through radical and excellent hospitality, organized programs, and well-trained staff.

Strength

The strength of HopeWood Connect Day Camp is the staff. They are caring, committed young adults who are trained to lead Bible study, worship, singing, crafts, and recreation. They are trained in a *relational* style of ministry that seeks to meet the particular needs of your campers. They are flexible to meet the needs of each individual congregation.

HopeWood Outdoors Responsibilities

Staff

HopeWood Outdoors will provide a Program Coordinator and Counselors who are caring, committed, and prepared to lead your day camp experience. Your Program Coordinator and Counselors work directly with the campers focusing on relational experiences. The Program Coordinator also supervises the staff and provides the necessary administration to the program. These staff are young adults who are selected for their Christian commitment and love of children.

Insurance

HopeWood Outdoors provides secondary accident coverage for each camper. If a camper is injured the camper's family insurance will be primary and HopeWood Outdoors' insurance will be secondary.

Planning and Training

All congregations are required to host a site-specific orientation. This orientation will be done by HopeWood Outdoors' Associate Director and will be scheduled to be held in the Spring. All volunteers are required to

attend. Additionally, HopeWood Outdoors staff will also provide an orientation session for volunteers on the Sunday evening before day camp starts. It is required for all congregational volunteers to attend this meeting as well.

Transportation

HopeWood Outdoors will provide transportation for the camp staff from camp to your church on Sunday and from the church to camp on Friday. The camp vehicle will need to be parked at the church parking lot throughout the week. Please note: For safety and insurance purposes, none of the HopeWood Outdoors staff are permitted to drive either youth or non-HopeWood Outdoors employees in any vehicle.

American Camp Association (ACA) Guidelines

HopeWood Outdoors fully supports and works within the ACA guidelines to ensure a safe and healthy camp environment. Policies in this handbook are written to reflect the ACA standards. It is expected that the congregation will follow all policies herein. This best practices approach represents “standards of the camping industry” and is recognized as such in the legal setting.

The Curriculum and Supplies

HopeWood Outdoors uses curricula created annually by outdoor ministry professionals, a portion of which is especially designed for use with day camp programs. Program-related supplies, craft materials, and music are also provided.

Congregation Responsibilities

Church Leadership

The church is **required to have a Church Coordinator** *in addition to pastoral presence*. Additional leaders should include a planning committee and daily adult volunteer leaders. Local volunteers provide a tie to the church and continuity for the youth after the day camp week. The congregation will supply adult volunteers.

The Day Camp Handbook

It is expected that the Church Coordinator will thoroughly read and follow through with the policies, procedures, and guidelines as outlined in this handbook. It is the responsibility of the Church Coordinator to ensure the policies, procedures, and guidelines are also known and followed by all who participate in the Day Camp program.

Financing the Program

The HopeWood Outdoors Day Camp program is an investment in congregational ministry. Individual day camp congregations fund their particular program through a combination of several sources – camper fees, annual budget, fundraisers, matching funds and grants. Grants can be sought through Thrivent and local community organizations. Note: Amazing Grace Day Camps (AGDC) are funded through the Southern Ohio Synod rather than individual congregations; please see AGDC addendum for more information.

The Site

The church facility or local recreation area may be used. All sites need to have a shelter for shade. Immediate access to a storm shelter, telephone, restrooms, and running water are also necessary.

Housing and Transportation for Camp Staff

Staff may be housed together at the church or in private homes as a large group or in pairs. The congregation is responsible to **provide transportation to and from the Day Camp site each day**. The staff are not to drive HopeWood Outdoors vehicles to/from host homes.

Food for Camp Staff

The congregation is responsible to **provide all meals beginning with Sunday supper and ending with Friday supper** during your camp week. Lunches should be provided at the day camp site. (It is preferred that staff lunches are similar to what the campers may be enjoying.) Evening meals can be arranged through the host

families or other families during the week. We ask that **Friday supper be a sack supper** to enable staff to attend the Friday evening staff meeting at their base camp. At least one week prior to their arrival, the church will be made aware of any food allergies or dietary restrictions the camp staff have. Some common dietary concerns and suggestions for food are:

- Vegetarian – Consider providing lots of fruits and vegetables. Please think of proteins like cheese, meat substitutes, tofu. Some meat substitutes like veggie burgers, tofurkey, or soy products would be welcomed.
- Vegan – Consider plant-based dishes providing lots of vegetables, beans, grains, nuts and fruits. Remember vegans do not eat any foods made from animals.
- Dairy Allergy – Consider soy or oat milk. Be careful not to include butter in cooking. Look for cheese and yogurt substitutes.
- Gluten Free – Please look for “certified GF” symbols on food. GF breads and pastas are great. Rice products are usually safe as well.

Sometimes camp staff with dietary concerns receive smaller portions or cannot eat the same items as other staff members. Consider these suggestions for feeding the entire staff:

- If going out to eat, look at menus ahead of time for lots of options including vegetarian, vegan and gluten free.
- Provide extra snacks for the staff – granola bars, fresh fruit, fresh veggies, cereal, yogurts are all welcome.
- If possible, consider meals where staff can assemble their own – tacos, pastas, salads are all great ideas to allow people to include the ingredients they can eat.

Please share this list with host homes and congregation kitchen volunteers.

Supplies

The congregation may be asked to provide minimal arts and crafts supplies.

Recruiting Campers

The congregation is responsible for promoting day camp in the local community and registering all campers. Remember HopeWood Connect Day Camp is designed for children who have **COMPLETED** grades K-6.

Check-in, Checkout

The Church Coordinator and church adult volunteers are responsible for the **safe and secure** daily check-in and check-out of campers to and from day camp. The Daily Check-in/Check-out Form may be copied from this handbook. The Church Coordinator and adult volunteers will follow risk management policies and additional guidelines of the handbook as outlined in their contract.

Please note: Congregations may not exceed the limits on number of campers as indicated on the signed agreement between the church and HopeWood Outdoors. These limits are established to ensure a quality program and a safe experience for everyone involved. If you think your registrations are approaching the limit, please contact our office and **if possible**, we will arrange for additional staff.

Your Week with HopeWood Connect Day Camp

Remember: This is a general outline. Each day camp will vary. We will work with you to blend the resources that are within your community with our day camp program to make your day camp experience the best possible. **Please see pages 5 - 7 for the sample daily schedules.**

Day Camp – Typical Daily Schedule with 3:00 pm ending time

Sunday Evening	Meet & Eat at approximately 5:00pm	Introduction and orientation for all volunteers and camp staff. For safety reasons, it is important for staff to know the volunteers.
Monday – Friday		
8:00am	Morning Meeting	Camp staff and church volunteers have devotions and prepare for the day.
9:00am	Alpha	An opening to each day for celebration and praise
9:30am	Discovery Group Rotation 1– <i>Each counselor leads a small group through each Discovery Activity during rotations</i>	<i>Discovery Activities – Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
10:15am	Discovery Group Rotation 2	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
11:00am	Discovery Group Rotation 3	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
11:45am	Lunch	Campers eat in small groups with their counselor
12:15pm	Singing Tree	An informal singing time
12:30pm	Discovery Group Rotation 4	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
1:15pm	Discovery Group Rotation 5	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
2:00pm	Snack	This could also include a story time
2:15pm	Afternoon Activities	Large group games, activities, special guests or field trips – <i>the entire schedule can be modified for a field trip</i>
2:45pm	Omega	A closing to the day for celebration and praise
3:00pm	Campers depart for home	Volunteers check-out campers to appropriate adults.
3:15pm	Afternoon Meeting	Camp staff and the Church Coordinator meet to evaluate the day and to prepare for the next day.
4:00pm	Camp staff return to host families	
Evenings	Thursday Evening Program and Worship	The Family Evening Program is an opportunity to Worship God, share what has been learned, and to fellowship with the children and their families. Some congregations have an ice cream social and/or pool party. This is a great occasion for the congregation to reach out to the neighborhood
	Monday, Tuesday, or Wednesday	Camp staff are available to lead a special event for youth
	Friday 3:15pm	Counselors pack and head back to base camp

Day Camp – Typical Daily Schedule with 4:00 pm ending time

Sunday Evening	Meet & Eat at approximately 5:00pm	Introduction and orientation for all volunteers and camp staff. For safety reasons, it is important for staff to know the volunteers.
Monday – Friday		
8:00am	Morning Meeting	Camp staff and church volunteers prepare for the day.
9:00am	Alpha	An opening to each day for celebration and praise
9:30am	Discovery Group Rotation 1– <i>Each counselor leads a small group through each Discovery Activity during rotations</i>	<i>Discovery Activities – Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
10:15am	Discovery Group Rotation 2	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
11:00am	Discovery Group Rotation 3	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
11:45am	Lunch	Campers eat in small groups with their counselor
12:15pm	Singing Tree	An informal singing time
12:30pm	Discovery Group Rotation 4	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
1:15pm	Discovery Group Rotation 5	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
2:00pm	Snack	This could also include a story time
2:15pm	Afternoon Activities	Large group games, activities, special guests or field trips – <i>the entire schedule can be modified for a field trip</i>
3:45pm	Omega	A closing to the day for celebration and praise
4:00pm	Campers depart for home	Volunteers check-out campers to appropriate adults.
4:15pm	Afternoon Meeting	Camp staff and the Church Coordinator meet to evaluate the day and to prepare for the next day.
5:00pm	Camp staff return to host families	
Evenings	Thursday Evening Program and Worship	The Family Evening Program is an opportunity to worship God, share what has been learned, and to fellowship with the children and their families. Some congregations have an ice cream social and/or pool party. This is a great occasion for the congregation to reach out to the neighborhood
	Monday, Tuesday, or Wednesday	Camp staff are available to lead a special event for youth
	Friday 4:15pm	Counselors pack and head back to base camp

Day Camp – Typical Daily Schedule 3:00 p.m. to 8:00 p.m.

Sunday Evening	Meet & Eat at approximately 5:00pm	Introduction and orientation for all volunteers and camp staff. For safety reasons, it is important for staff to know the volunteers.
Monday – Friday		
2:00pm	Afternoon Meeting	Camp staff and church volunteers prepare for the day.
3:00pm	Alpha	An opening to each day for celebration and praise
3:30pm	Discovery Group Rotation 1- <i>Each counselor leads a small group through each Discovery Activity during rotations</i>	<i>Discovery Activities – Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
4:15pm	Discovery Group Rotation 2	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
5:00pm	Discovery Group Rotation 3	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
5:45pm	Meal	Campers eat in small groups with their counselor
6:15pm	Singing Tree	An informal singing time
6:30pm	Discovery Group Rotation 4	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
7:15pm	Discovery Group Rotation 5	<i>Learning the Story, Creative Activities, Crafts, Small Group Games, and Nature Play</i>
7:45pm	Omega	A closing to the day for celebration and praise
8:00pm	Campers depart for home	Volunteers check-out campers to appropriate adults.
8:15pm		Camp staff and the Church Coordinator meet to evaluate the day and to prepare for the next day.
9:00	Camp staff return to host families	
Evenings	Thursday Evening Program and Worship	The Family Evening Program is an opportunity to Worship God, share what has been learned, and to fellowship with the children and their families. Some congregations have an ice cream social and/or pool party. This is a great occasion for the congregation to reach out to the neighborhood
	Monday, Tuesday, or Wednesday	Camp staff are available to lead a special event for youth
	Friday 8:15pm	Counselors pack and head back to base camp

HopeWood Connect Day Camp Ideas

Food: Lunch and Snack

When congregations are planning snacks and menus, please keep in mind the needs of the children. Your lunch may be the only complete meal that some of your campers will have each day. Your snacks may be their breakfast and dinner. No one should be commenting on the amount of food children are or are not eating. The food that you serve is a part of sharing the abundant grace of God. Try to provide nutritious foods that the children will like to eat, in quantities so that no one goes hungry, including all volunteers and HopeWood Outdoors staff. We don't want to limit the amount anyone can have. Here are some ideas and suggestions:

<u>Morning And Afternoon Snacks</u>	<u>Lunch</u>
Homemade Cookies – no nuts/peanut butter	Spaghetti and Meatballs
Crackers w/cheese	Hot Dogs on Buns
Fresh Fruit	Mac & Cheese and Chicken Nuggets
Fruit Bars, Granola Bars	Tacos/Walking Tacos
Animal Crackers	Sloppy Joes
Dry Cereal	Hamburgers on Buns
Trail Mix	Cold Cut Sandwiches
Veggies	Pizza
Popsicles/Ice Cream Treats	Salad Bar (see below)
Pretzels	Veggies
Drinks: apple juice, water	Drinks: white & chocolate milk, water

Salad Bar: One easy way to help children eat more balanced foods is by providing a salad bar where individuals decide what they want in their salad. A salad bar is in addition to the main entrée. Here is a list of suggested items.

lettuce	bacon bits	hardboiled eggs
fish crackers	ranch dressing	Italian dressing
croutons	shredded cheese	tomatoes
dill pickles	peanut butter/jelly sandwiches	

Food Allergies and Dietary Restrictions: Kitchen volunteers need to be aware of all campers, volunteers, and camp staff with dietary restrictions and food allergies. The number of people with peanut, egg, dairy, and gluten allergies is increasing. Be prepared.

Avoiding Food Allergy Cross-Contact (Cross-Contamination)

At HopeWood Outdoors, we have a growing number of campers and staff with food allergies. Frequent allergies include dairy, nuts, eggs, shellfish and gluten. Allergens are not limited to these so always check the health form for each participant.

Food allergy cross contact is when an allergen is unknowingly transferred from one food to another. As a result, normally safe food now contains an unseen allergen. Even tiny unseen amounts of an allergen can cause an allergic reaction or anaphylactic shock.

If a pan has been used for regular French toast, anyone with allergies to gluten, dairy, egg, cinnamon, etc. may have an allergic reaction if their "special diet" food is later cooked in the same pan. An allergen free pan (one that never cooks the allergen) could be dedicated to cooking the allergen free food. These items should also be stored in an allergen free area that allows for a significant separation from all items containing the allergen. If you are cooking "normal" and allergy-friendly food for the same meal, cook the allergy-friendly food first.

Then keep the food separate, covered, and well labeled. If you are eating or cooking around someone with a food allergy, do not use your hands to touch multiple ingredients or food items. Wash hands or change gloves between handling of each food item. When serving food, use separate utensils for each food item. If you have a salad bar and know of a guest with an egg allergy, please consider not putting eggs on the salad bar. It is easy for other guests to accidentally drop egg in egg free salad bar items.

There are cleaning techniques to reduce the potential of food allergy cross-contact. Surfaces should be washed with soap, water, and new or freshly washed towel. Just wiping down or rinsing spatulas, cookie sheets, cutting boards, etc. does not remove allergens. Hand soap and commercial cleaning agents can be used effectively to remove allergens like peanuts from hands and tables. However, dish detergent may leave trace amounts behind. One tablespoon of concentrated bleach in a gallon of room temperature water is also an effective cleaning solution.

This information should be shared with all individuals in the kitchen and dining area. One innocent snack could cause serious health risks for someone with a food allergy.

References:

Food Allergy Research and Education

Schaefer, J; Serving People with Food Allergies: Kitchen Management and Menu Creation: CRC Press 2011

Family Evening Event

Typically, on Thursday evening of your camp, the congregation will invite families to the church for a Camp Celebration Event. The Church Coordinator and camp staff are to jointly plan the event. If you serve a meal, the congregation should provide the meal, beverages, and condiments. If you decide not to serve a meal, you might choose to serve only dessert or to have an ice cream social.

Special Afternoon Activities

We encourage any of the following activities, if feasible, in your congregation's area:

- Area Parks
Area parks can be a valuable resource in providing a pleasant learning and recreational area for all or part of a programming day.
- Recreational Trips
Swimming, horseback riding, canoe trips, ropes courses, etc. (Please see American Camp Association Regulations for these activities.)
- Field Trips
Museums, zoos, nature centers, nursing homes, libraries, fire stations, etc.
- Special Guests
Jugglers, Naturalists, First Responders, Teachers, Clowns, Grandparents, etc.
- Servant Events
A Christian lifestyle involves serving others. Clean a park, sing at a nursing home, help at a food shelter, etc. Service projects are a great response to the many gifts with which God has blessed each of us.
- HopeWood Outdoors Residential Camps
Are you near HopeWood Pines or Shores? Spend a day at one of our camps!

Please be sure to check for any safety regulations.

These are simply ideas. We want you to be aware of the local resources that can add to your day camp experience.

Please feel free to suggest some of your own innovative special events!

Publicity and Marketing

Publicity for your day camp is essential! In all of your publicity efforts, please remember to include address, telephone number, and contact name along with your church name and city.

- The most effective method of recruitment is a direct, personal invitation. 4 out of 5 people who attend a new church event come because of an invitation from a friend or a trusted community member.
- Send a letter to the parents of all potential attendees. See sample.
- Send an email announcement to any eligible youth or all families in your congregations, etc. Request folks to forward the announcement to anyone they know who might be interested.
- Add the day camp information to your church's web page. Be sure to add the registration form to download.
- Organize a phone-a-thon night. Recruit some friends, meet at the church and call all congregational families, friends with camp-aged youth, etc. Have registration forms with you and register them over the phone.
- Make flyers/posters and post on church bulletin boards, libraries, restaurants, and/or any local gathering spots.
- Work with the pastors of neighboring churches to invite their youth.
- Canvas the local neighborhoods near the church of day camp site. Remember that invitations in person are the most effective method for outreach. Other media sources, including local newspaper (church section, want ads, feature article), school newspapers, neighborhood newsletters, radio, social media, and more are welcome supplements to direct invitations.
- Create a unique sign to place outside your church inviting neighborhood families to register.
- Have a Temple Talk with your congregation. If you have hosted a day camp or similar ministry, consider asking one of the youth to assist with the Temple Talk.

If your congregation tries some new ideas for publicity, we recommend that you develop a system to track your responses so that you can evaluate their effectiveness.

Follow-Up Outreach

The following are some ideas primarily for follow-up outreach after day camp. An important element to day camp is continuing to build on the relationships that began at camp.

- Prime the volunteers throughout the day camp to focus on building relationships with new youth and families.
- Have a Wednesday or Thursday evening community worship. This time is ideal to welcome any newcomers and invite them to upcoming programs and ministries of the church.
- Invite all campers/families to sing a song or two from day camp on a Sunday following day camp.
- Add all families to your church digital and papermailing lists.
- Write a letter to each camper's parents thanking them for allowing their child to participate, express hope that they enjoyed it, and invite them to worship.
- Take a photo of each small group at day camp. Then ask congregational members to visit each family to say thank you for their participation and give them a photo. (Be sure the church's information is on the photo).
- Send invitations to attend relevant events throughout the year..
- Have a Day Camp Reunion retreat in the fall and invite all attendees and volunteers to return.
- Pray for the youth and their families!

Roles and Job Descriptions

Just like many other projects in the church, day camp works because of the partnership established with HopeWood Outdoors, summer staff, pastor and church staff, Church Coordinator, volunteers, parents, and campers. Every member of the team must do their part to assure a quality day camp experience.

The HopeWood Outdoors Staff Team

A day camp team usually consists of a Program Coordinator and enough counselors to ensure an overall 1:10 ratio. HopeWood Outdoors does reserve the right to vary the team size based on the number of campers registered for day camp.

All HopeWood Outdoors staff members have completed an application process that includes an interview, reference checks, and screening.

The Program Coordinator serves as a staff supervisor and also takes on the role of counselor during the week. Program Coordinators have received additional training in the area of staff supervision, program philosophy, and volunteer support.

HopeWood Outdoors staff members have completed an intensive staff training covering the following topics:

- Emergency, CPR, and First Aid Procedures
- Safety Issues
- Age Characteristic and Child Development Basics
- Worship Leading
- Warning Signs of Abuse and Neglect
- Lutheran Theology
- Appropriate Program Activities
- Bible Study and Prayer
- Mixers, Games, and Team Building Activities
- Being a Positive Role Model
- Building Positive Relationships

The staff are chosen specifically because of their commitment to the ministry and because they love to have a great time! They come equipped to lead campers in silly songs such as the “Hippo Song”, group games like “Blog Tag” as well as environmental education activities. HopeWood Outdoors staff strive to be positive role models and are eager to talk with campers about faith, God in the real world, and being a servant. All HopeWood Outdoors activities are focused on building relationships. Campers are divided into small groups called Discovery Groups, which gives campers an opportunity to easily participate in discussion and dialogue according to their age group.

We expect the staff to be enthusiastic, grace-filled, and accommodating. They will follow all policies and procedures found in the HopeWood Outdoors Staff Manual and Personnel Policies. If you have any concerns about the day camp program or staff performance, please contact the HopeWood Outdoors Associate Director *as soon as possible*. It is vitally important to HopeWood Outdoors that you receive the best program possible.

Congregation Volunteers

Volunteers are responsible adults who love to have fun, enjoy kids, and are willing to share their faith story. It is highly recommended by Specialty Insurance, HopeWood Outdoors', insurance company that all volunteers are over the age of 18. Some day camp locations may choose to use exceptional high school students who are a minimum of 16 years old and have completed a minimum of the tenth grade. These high volunteers should be identified as positive role models and are invited to volunteer because they enjoy helping with camp.

Day camp volunteers play a key role:

- Volunteers promote day camp, take registrations, gather camper paperwork, are responsible for daily camper check-in and check-out, and set the stage for the week of day camp.
- Volunteers support the HopeWood Outdoors staff to create an atmosphere that fosters small group discussions and building of community.
- Volunteers serve snacks.
- Volunteers offer hospitality to the HopeWood Outdoors staff giving them good food, hot water, comfy beds, and friendly smiles.
- Volunteers are able to encourage further participation in the congregation long after the day camp week.
- Volunteers are vital in maintaining a safe, friendly, and familiar environment for the day camp program.

Volunteers together with the HopeWood Outdoors staff serve as the Leadership Team for day camp. A Sunday night training session for the program volunteers is required. This will give the program volunteers an overview of the program and provide the HopeWood Outdoors staff with the opportunity to learn names and meet folks before the start of the busy first day of day camp. A couple of hours together will allow the program volunteers and HopeWood Outdoors staff to come together as the Leadership Team – providing continuity and consistency in program delivery. We will review the daily schedule, rules and procedures, safety concerns, assignments, and program activities. Many congregations have found that a Sunday night potluck or dessert buffet is a great way to gather folks.

Day camp provides an opportunity not only for campers to grow in their faith, but also for the staff and volunteers to grow in theirs. Every morning, the Leadership Team will come together for a brief devotion and prayer time in addition to program announcements. This time serves as a reminder that we are a Christ-centered program and need to focus on Christian role-modeling throughout the day.

To ensure safety we **require** all volunteers who have access to children to complete the Voluntary Disclosure Statement (pages 32-33) and return it to the church coordinator prior to day camp. You then need to check online at www.nsopr.gov and keep the results with your records.

Voluntary Disclosure Statement and National Sex Offender Public Registry

HopeWood Outdoors **requires ALL volunteers** who are in any way associated with the day camp program to complete and submit the Voluntary Disclosure Statement. The Voluntary Disclosure Statement needs to be reviewed by the Congregational Coordinator. If the Congregational Coordinator is a volunteer, a paid church staff member needs to review the coordinator's Voluntary Disclosure Statement and check the National Sex Offender Public Registry.

The Congregational Coordinator uses the information from the Voluntary Disclosure Statement and checks the National Sex Offender Public Registry. This is a free service at www.nsopr.gov. Please print and staple the registry form to each individual's Voluntary Disclosure Statement.

The review and check of volunteers shall be the responsibility of each congregation as a requirement for participation in the program. Written evidence that these policies have been followed is to be kept in a secure file at each congregation until the youngest camper turns 25.

Your cooperation to help ensure the safety of the youth in our care is appreciated. These policies are in place to help protect campers, volunteers, staff, congregations, the Synods, and HopeWood Outdoors.

The recruitment, screening, training, and supervision of volunteers is the responsibility of the host congregation. Please take great care in recruiting volunteers. The safety of campers is everyone's first priority.

Volunteer Assignments

A signup sheet at the church is just one way to recruit volunteers for the week. Beginners and youth ministry veterans will enjoy the fun of day camp. Please create fun-filled promotional displays and projects; send a message that states - "This is so exceptional; you don't want to be left out."

Church Coordinator

- Is required
- Serves as liaison between the congregation and HopeWood Outdoors
- Promotes day camp
- Collects camper Registrations, Health and Permission Forms; collects approved Driver Safety Checklists
- Implements check-in and check-out procedures
- Serves as the contact person for the congregation regarding volunteers, evening events, and camper registrations
- Secures program volunteers
- Arranges host homes and meals for HopeWood Outdoors staff
- Arranges for daily snacks (also lunches if your congregation is providing lunch)
- Is on site every day, all day for the entire week
- Attends a morning and afternoon meeting each day with the HopeWood Outdoors Program Coordinator to review program plans and operations
- Reports to the appropriate church committee regarding the day camp experience
- Please note that this position should be held by someone other than the congregation's rostered leader(s)

Program Volunteers

- Serve as role model and witness for campers
- Participate and assist as a leader in the day camp program
- Serve as leaders/facilitators for Bible study and other small group activities as needed
- Meets with camp staff the Sunday before day camp
- Participate in morning meeting and devotions

Please note: Program volunteers are preferably adults, but mature 16–18-year-old youth who have completed 10th grade and above may volunteer. Junior high youth should not serve as program volunteers. HopeWood Outdoors is certainly an advocate of sharing leadership roles with youth; however, we have found day camp is not the right setting. Junior high youth need additional support and training to be effective day camp staff volunteers and the schedule does not allow this to happen. If you want to involve junior high youth, we suggest having the HopeWood Outdoors staff meet with youth for a great evening of age-appropriate, fun, faith-building activities.

Snack Volunteers

- Provide nutritional mid-morning and/or afternoon snacks (including set-up and clean-up)
- Ensure that beverages/water are readily available
- Assist with serving and cleaning-up of snacks

Lunch Volunteers

- Provide pre-made sack lunches or lunch supplies for the HopeWood Outdoors staff. Please note: If staff need to make their own lunches, supplies need to be on site by 7:45 a.m. so staff can prepare them prior to the arrival of campers.
- If the church decides to serve lunch, provide nutritional lunches following ACA guidelines.
- Assist with set-up, serving, and clean-up.

Day Camp Communication Volunteers

Individuals that enjoy journalism will add extra color to your day camp volunteer team! Invite them to publish a daily take-home newsletter full of pictures and stories from each day of camp. Post pictures on the church website or create a daily slideshow. Clip art is available! See samples.

Other Volunteers

Congregations will need a few volunteers to check-in and check-out campers each day. Some churches have utilized parking lot volunteers to help with unloading and loading and to help keep the parking lot a safe environment.

Host Families

Most of the time, the HopeWood Outdoors staff stays in host homes. These families provide housing, food, and fellowship. A sample letter for host families is included in the Resource section of this manual.

Pastors and Church Staff

Pastors, Deacons, Interns and church staff are encouraged to join with the Day Camp Leadership Team for morning devotions and to participate as often as possible in the day camp program. Campers enjoy having the church staff involved and getting to know them on a more personal level.

Leadership development is a key ministry focus for HopeWood Outdoors. Therefore, we ask that the Pastor make time in their week to meet with the HopeWood Outdoors staff to share the vision of the church. Please involve the camp staff with any opportunities to learn more about your community and the projects of your church.

HopeWood Connect Day Camp Operating Procedures

Regulations

Because HopeWood Outdoors is a member of American Camp Association (ACA), we will adhere to the standards established by ACA for day camps. These standards are listed on the following pages. If you have any questions, please call 419-864-8030 or email guestrelations@hopewoodoutdoors.org.

American Camp Association Standards for Day Camps

Is the following information available on site for each camper?

- Full name for each individual
- Age (for all campers and all other persons under 21)
- Home address, city, state and zip; telephone number with area code
- School grade where applicable
- Name, address, signature and telephone number of adult responsible for each minor
- Telephone numbers and persons to contact in case of emergency during camper's stay at camp
- Name and telephone number of individual's physician or health care facility (if available)
- A list of who may not pick up a camper

Are there written procedures in practice regarding the release of campers who are minors to persons other than legal parent/guardian? Is there a list of who may not pick up a camper?

Are there written procedures in practice regarding the verification of absentees?

Are toilets adequate in number based on the following ratios?

- One seat for every 20 females
- One seat for every 20 males; or one seat plus one urinal for every 30 males

Is there one washbasin or equivalent per 20 persons?

Is there access to drinking water?

Is there a telephone available for emergency use?

Are flammable and hazardous materials inaccessible to campers?

Are inspections tags on fire extinguishers current?

Are the first aid kits and AED current?

Food Service

All food service is provided by church volunteers or staff. Food service may include providing one or more meals per day or providing only snacks and drinks. In an effort to provide a safe and healthy environment for food consumption, the following are the standards to be implemented at each program site.

1. Refrigeration: The HopeWood Outdoors Team Coordinator will need to do a daily check of the refrigerator's temperature throughout the week and will keep a written record of daily temperatures. If temperatures rise above 40 degrees Fahrenheit in any of the units being used, the Church Coordinator will be notified to initiate correction or eliminate use of that unit. See Temperature Chart at bottom of page.

*If refrigeration is not used at all during the week this policy does not apply. Please note: if the site is not refrigerating food, parents need to be notified in writing not to pack food requiring refrigeration.
2. Food Temperatures: Foods between 40 degrees and 140 degrees Fahrenheit pose the highest threat for bacterial growth. Food temperatures should not fall in this range.
3. All garbage cans in the kitchen and dining areas need to be leak-proof and have lids.

Dishwashing/Drying/Storage Procedures
These procedures should be posted in the kitchen.

Dishwashing

For Mechanical Dishwashers:

- Wash water should be at least 100 degrees Fahrenheit
- Rinse water should be at least 180 degrees Fahrenheit or use a chemical sanitizing agent.

For Washing by Hand:

- Use 3 sinks to rinse, wash, and rinse again.
- Wash water should be at least 100 degrees Fahrenheit.
- Initial rinse water should be at least 100 degrees Fahrenheit.
- A second rinse process should use a chemical sanitizer.

Dish Drying and Storage

- All dishes and food service utensils should be AIR DRIED.
- When dry, dishes and food service utensils should be stored in such a way as to protect from dust and contamination between uses (i.e., in closed cupboards, sealed containers, etc.)

Refrigeration/Freezer Temperature Chart

Site: _____

Date	Day	Time	Temp (F)	HopeWood Staff Initials	Corrective Action as Needed
	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

Please Post on the Refrigerator!

Transportation

General Policies applicable to all Day Camp sites:

1. HopeWood Outdoors staff may not transport campers or other non-staff individuals in camp or personal vehicles.
2. Emergency transportation: All emergency transportation should be done via local Emergency Medical Services (EMS/Ambulance). Each site is responsible for sending a letter in the spring alerting their local EMS, Police, and Fire officials of the dates and location of the day camp. See Sample Letter.
3. Each site needs to identify the best and safest traffic flow on their site. This would include a plan for ENTER and EXIT routes for parent drop-off/pick-up, speed limits (5-10 mph recommended), preferred parking areas, and delivery areas. Signs should be posted for each of these areas.

Field Trip Transportation Policies

If your site does not want to transport campers but does want to have off-site field trips (e.g., Park Day), then you will need to implement a system in which the parents drop-off and pick-up their children at the field trip sites. In this case, the field trip policies are not applicable.

1. All Field Trip information should be included on the Camper Permission forms.
2. Parents should have detailed information regarding the transportation of their child including:
 - The route to be taken to and from the field trip site
 - Departure and return times
 - Inclement weather plans
3. Any transportation provided by the site must be in passenger vehicles only. (i.e., no campers, volunteers, and staff may ride in the back of a pick-up truck, side of a tractor, etc.) Site must obtain written permission from owners to use private vehicles to transport campers. Exception: If on a hayride, participants may be in the back of a wagon going 5-10 mph if there are back and sideboards to prevent people from falling.
4. All campers need to receive an orientation to appropriate behavior and safety information prior to transportation.
5. Communication: Whenever camp is in session, there needs to be at least one person present at the primary site with knowledge of the travel routes for field trips. This person needs to have a copy of the emergency procedures and access to a telephone.

Each Vehicle used for field trips should have:

1. Drivers who are licensed and have vehicle insurance approved in the state of Ohio. The site should have the Driver's License on file. It is recommended that each driver's record be reviewed within the last four months (through the church insurance agent or the local police.)
2. Completed Vehicle Safety Checklist. See Driver/Vehicle Safety Checklist.
3. Working seatbelts for all passengers. The number of passengers in a vehicle may not exceed the number of seatbelts. All passengers must remain seated with seatbelts while the vehicle is in motion.
4. If transporting a camper or volunteer needing a wheelchair, then that person must be seat belted into the wheelchair that is in a locked position and secured in the vehicle.
5. A basic first aid kit and recommended emergency equipment (i.e., fire extinguisher and flares.) HopeWood Outdoors will provide at least three first aid kits per camp; the site should supplement when needed.

Each driver should:

1. Have a completed copy of the Camp Driver/Vehicle Safety Checklist.
2. Be at least 21 years old.
3. Have a list of assigned campers who will ride in the vehicle and a copy of each camper's Permission/Health Form.
4. Have a copy of the emergency phone numbers.
5. Have a copy of the Camp Risk Management and Emergency Procedures.

Driver Training Procedure

- Loading and unloading passengers.
Vehicles must be at a complete stop. Turn off engine. Assist passengers with doors, seat adjustments and stepping in/out of the vehicle as needed.
- Vehicle Breakdown
 - Pull vehicle out of traffic onto a shoulder or side of road. Activate the vehicle flashers.
 - Assist passengers out of the vehicle and escort campers to a safe spot that is away from traffic and any danger from the vehicle.
 - Follow Camp Emergency Procedures if applicable.
 - Set out flares 50 feet from the front and back of the vehicle.
 - Send the second adult to go to the nearest phone to call for help (i.e., 911, tow truck, etc.) and the primary campsite.
 - Do not accept a ride from a passer-by.
- Passenger Illness
 - Pull vehicle out of traffic onto shoulder or side of road. Activate the vehicle flashers.
 - Assist passengers out of the vehicle and escort campers to a safe spot that is away from traffic and any danger from the vehicle.
 - Have the second adult remain with the sick passenger.
 - If not able to reload, send the second adult to go to the nearest public phone and implement Emergency Procedures.
- Stopping – If passengers need to use the restroom, etc., inform them of the length of the stop and count passengers before departing. While the campers are not in the vehicle, all adults excluding the driver should be supervising campers.
- Refueling – All refueling should happen before picking up campers. If that is not possible (extended trips), passengers should remain in the vehicle during refueling.

Driver/Vehicle Safety Checklist

Owner of Vehicle: _____

Driver: _____

License # of Driver: _____

State issued: _____

Insurance Carrier of Driver: _____

Policy #: _____

Check the box if the mechanism is in good working condition. If it is not, this vehicle should not be used for camper transportation.

Lights

_____ Bright
 _____ Lights – Dim
 _____ Brake lights

Tires

_____ Properly inflated
 _____ Tread good

Windshields

_____ No large cracks
 _____ Clean with good visibility

Turn Signals

_____ Left
 _____ Right
 _____ Emergency flashers

Mirrors

_____ Left – present and usable
 _____ Rearview – present and usable

Fluid Levels

_____ Wiper fluid
 _____ Oil
 _____ Transmission fluid

_____ Wipers in good and working condition
 _____ Horn
 _____ Brakes
 _____ Seatbelts - # of seatbelts in car _____

Special Activity Standards

All Special Programs need to have informed parental permission; see the HopeWood Outdoors Informed Consent/Release Form.

Aquatic Programs include swimming, canoeing, or boating at a residential or public swimming pool, lake, river, etc.

1. There must be a certified lifeguard on duty and not swimming during the time of the activity. When canoeing on a river, the lifeguard must be in one of the canoes with the group.
 - Acceptable Certifications include:
American Red Cross Lifeguard with CPR for lifeguarding
American Red Cross Lifeguard and WSI with CPR for lifeguarding
2. When at a public facility, all campers and adults need to be easily identifiable (e.g., hospital-like wrist bands, zinc oxide, etc.)
3. All campers must be oriented with basic safety rules including but not limited to:
 - Swimming
No running.
One bounce on the diving board.
No diving except in designated areas; do not dive in anything less than 5 feet.
One person on a diving board at a time.
Non-swimmers stay in shallow end and are identified to the lifeguard.
No dunking.
Pay attention to the lifeguard especially when the whistle blows.
Get out of the pool at the given signal.
Be kind!
 - Canoeing/boating
Stay within the established boundaries.
Always be within sight of the canoe in front
No swamping or tipping.
Wear a PFD (lifejacket) at all times
Stay seated at all times
Wear shoes while in the boat.
The canoe/boat livery will give an orientation for operation of the boats and any additional policies.
4. At all boating activities, there must be a minimum of two adults supervising campers.
5. There must be a first-aid kit at the pool and/or in the canoe with the lifeguard.

Horseback Riding Programs

1. Only use staffed public facilities for horseback riding programs with the day camp. Never use private or residential facilities.
2. The public facility must:
 - Have riding instructors that are adults and certified by an accredited horsemanship instructor training organization. The facility should supply the camp with that information.
 - Provide supervision of one instructor and one assistant per 12 riders with an additional assistant per 5 riders.
 - Provide physically sound horses suitable for the skill levels of participants.
 - Use equipment that is in good shape and suitable in size and type for the riders and horses.
 - Have insurance and provide the Church Coordinator with a copy of the facility's insurance.
 - Provide an orientation for all riders:
 - Information on how to control the gait and functions of the horse
 - Appropriate distance between horses
 - Emergency procedures
3. The church should request a written copy of the facility's rules and procedures. All campers/volunteers/staff are expected to follow these policies.

4. The facility personnel must evaluate and classify participants' riding ability and assign them to horses, equipment, and activity levels appropriate for their ability.
5. All campers/volunteers/staff must dress appropriately.
 - Long pants
 - Closed toe shoe; if using stirrups, a half inch heeled shoe
6. All campers/volunteers/staff must wear helmets when preparing to ride, riding, or in contact with horses.
7. All campers should ride single file, one horse length apart.
8. At least one HopeWood Outdoors staff member that has CPR/First Aid certification will be at the site.
9. HopeWood Outdoors will not be liable or provide insurance for horseback riding.

HopeWood Outdoors Risk Management and Emergency Procedures

There are a variety of risks that are associated with the camper. These risks include site, transportation of campers for field trips, and release of campers at the end of each day. The purpose of risk management is to eliminate potential risks or to prevent risks from causing harm; rather than to pay for, or suffer from, risks after they have caused injury or harm. The intent of the risk management plan is to protect campers, staff, the local congregation, and HopeWood Outdoors.

General Health and Safety Procedures

1. All campers must provide before participation in the day camp:
 - A current (within 6 months) health history signed by a parent or guardian
 - A release form for camp activities, including field trips, signed by a parent or guardian
 - An authorization for medical care signed by a parent or guardian
 - Authorization for emergency or surgical treatment and signature of the parent or guardian accepting the expense through personal insurance (policy carrier and number included) or personal resources
 - If applicable, authorization to transport by motorized vehicles for a specific field trip, signed by a parent or guardian
2. The camper health and permission forms need to be copied and given to the HopeWood Outdoors Program Coordinator at the beginning of the first day.
3. Daily Check-in/Check-out
 - The Church Coordinator and volunteers are responsible for establishing a written system for checking in and checking out each camper
 - Parents/Guardians must notify the Church Coordinator in writing as to who is allowed to pick up their child from the day camp.
 - If a registered youth does not attend camp on a given day as was expected, the Church Coordinator must notify the parent/guardian of their absence within the first 3 hours of the program.
4. Emergency numbers are posted _____
5. During the week of day camp, the principal first aid kit (which will arrive with the HopeWood Outdoors staff) will be located: _____
6. Parents or guardians shall be provided written information regarding:
 - Drop-off and pick-up times
 - Safe traffic flow in the parking lot and/or street
 - One day in advance notification of any change in location or time of the day camp
7. Beware of strangers. In all of our day camp settings, there may be people who would harm children. THE NUMBER ONE PRIORITY OF ALL DAY CAMP STAFF IS PROTECTION OF THE CHILDREN. Staff and volunteers should know, at all times, where each child is and who belongs on site. Children should never be out of view of staff.
8. Staff and volunteers should not be in a secluded area with any one camper. If necessary, be certain a door is always open and other staff knows where you are.
9. Each HopeWood Outdoors staff team will have at least one member who is certified in First Aid and CPR.
10. Medication
 - If a child needs to receive medication during the designated camp period, the parent must list the medication on the child's Health/Permission form along with the dosage and time to be administered.
 - All medications (prescription or non-prescription) must be in their original containers.
 - The medication must be turned into the Church Coordinator or the designee. This person is responsible for administering medications.
 - Medication(s) will be kept in a locked location such as the church office. Please list the location medicine will be kept: _____
 - The Church Coordinator, or designee, will keep a written record (Medication Log) throughout the camp to record when medications are taken.
 - When medication is administered, the medication container will be given to the child to open, remove, and administer their own dosage under the observation of the Church Coordinator or their designee.
 - Children requiring inhalers, epi-pens, or other emergency medication may keep that medication with them throughout the programmed camp activities or give it to their primary counselor if there is a concern of losing the medication. If campers have such medication, it will still be written on their Health/Permission Forms, and the Church Coordinator will indicate this information on the Special Needs Form.
11. Facilities
 - A phone must be available for use at the day camp and at all field trips.
 - Children are not allowed in kitchens or food preparation areas.
 - Staff shall check the safety of bathrooms so that all poisonous and dangerous objects are not present.
 - Children are not to be left alone in any room. Staff must always be present.

- Shaft or excavation areas are off limits. If necessary, the staff is to find ways to cover them to prevent an accidental fall.
 - Children are not to run into or play in streets or alleyways.
 - Children are not to climb trees or up on buildings.
 - Creeks, rivers, and waterways are off limits.
12. Disobeying safety roles – In all of these safety situations, if the camper disobeys the safety parameters established by HopeWood Outdoors, staff members have the authority to give time-outs and/or call the child's parent(s) and ask them to intervene or come and pick-up their child.

Emergency Procedures

1. In the event of an emergency, the first staff member or volunteer who encounters the emergency should notify the following people listed below:
 - HopeWood Outdoors staff Program Coordinator
 - Church Coordinator
2. Emergency telephone calls:
 - Parents or guardians shall be contacted IMMEDIATELY in the event a camper is seriously injured or ill and/or needs to be taken to the hospital. The Day Camp Program Coordinator shall make the call in the absence of the Church Coordinator or Pastor.
 - The Program Coordinator shall notify the HopeWood Outdoors Camp Director.
3. Life Threatening Medical Emergencies:
 - Location of the nearest hospital: _____
 - Give immediate first aid as able. Administer CPR if needed and if the caregiver is trained. Immediately seek/send for help.
 - Call 911 as soon as possible (or designated number) if person is having difficulties with blocked airways, breathing, circulation (large bleeding), is unconscious, or suffered a possible head/neck/ or back injury.
 - Give first aid as able. Send a second staff/volunteer or 2 able campers to get the Program Coordinator.
 - Church Coordinator or Program Coordinator will contact the child's parent/guardian.
 - If EMS/Hospitalization is necessary, the Program Coordinator will accompany the child until the Parent/Guardian arrives.
 - Program Coordinator will inform the HopeWood Outdoors Camp Director.
 - The Program Coordinator will complete an incident/accident form at the hospital or directly after the incident.
4. Lost Camper:

To Prevent Missing Persons

 - Both volunteer and staff need to regularly account for youth in small groups with head counts throughout the day.
 - Youth head counts should be taken whenever the groups have moved from spot to spot.
 - When walking/traveling, youth should be organized to have a "buddy" or kept together in the group and between the staff person in front of the group and another staff person or volunteer at the end of the group. Staff/volunteers will work together to cross streets safely, avoiding traffic.
 - When driving from location to location (i.e., field trips), a staff person should go in the lead vehicle and one staff person should remain at the original location and travel with the last vehicle. This makes sure there is someone "in charge" to receive youth as they arrive to a new location and someone to remain and provide adequate supervision at both locations.
 - Prior to field trips, instruct youth to "hug a tree" in case they become lost. Do not wander; instead stop, sit down, and stay in one location to make it easier to be found. (Especially at a park location.) Instruct youth to avoid conversations with adults or youth not connected with the day camp program. Establish a "home base" such as a shelter that everyone is aware of when you arrive.
 - During field trips, at least one person (i.e., church volunteer or secretary) should remain in the base location (i.e., church office) in case there is a problem or a need for communication.
 - All driving or walking field trips will follow an established path/map to guarantee the location of individuals and prevent any missing persons in route.

Search Procedures for a Missing Person

- Notify the Program Coordinator who will notify the Church Coordinator.
- Do not alarm remaining campers.
- Account for all campers by small groups to determine the extent of missing persons.
- Interview quickly all group members to determine any information regarding the missing person's last whereabouts, possible intentions, and destinations.
- Write down a description of the missing person, including types of clothes, age, height, any details possible.

- By foot and as directed by the Program Coordinator, check likely places for a lost person to be. The Program Coordinator will send pairs of searchers out, ask them to check specific locations and the areas to and from the locations, and then the searchers should report back to the Program Coordinator and receive their next direction. The Program Coordinator will send searchers to check common locations and high-risk locations first such as: restrooms, janitor closet, boiler rooms, area streets, swimming pools, buildings. When searchers look in locations, be sure to check inside closets, under furniture, etc., even in unusual spots.
- If the missing person has not been found within one hour, the Church Coordinator should call the parents. The Program Coordinator or the Church Coordinator will also contact the police at this time. The Program Coordinator will contact the HopeWood Outdoors Director.

5. Fire

Equipment

- The fire alarm(s) are located: _____
- The fire extinguishers are located: _____
- The date(s) that extinguishers were last charged: _____ (This must be done annually.)
- Smoke detectors are located: _____
- Detectors should be tested Sunday prior to camp.

If you are the first person to discover a fire:

- Remove all youth/adults from the area of danger. All day camp leaders and participants should go to the parking lot or other previously designated location, assemble in the Small Discovery Groups, and sit down together. A head count will be taken and reported to the Program Coordinator. Volunteers should report to the Church Coordinator for head counts.
- If possible, extinguish the fire. Do not do this if it puts you in direct danger.
- Sound the alarm. Alert 911.
- Send another staff person, or volunteer, or 2 able campers to notify the Program Coordinator who will in turn notify the Church Coordinator.

Upon hearing the fire alarm:

- All youth and adults should immediately walk to the previously designated safe location.
- Assemble in your Small Discovery Groups and sit down together. Each staff person will account for all youth in their small group.
- All volunteers should report to the Church Coordinator to be accounted for.
- The Program Coordinator will receive head counts from each counselor and the Church Coordinator and make the decision for how to locate any missing people.
- The Church Coordinator will notify the fire department.

6. Severe Weather

- Discuss details of your community's severe storm/tornado signal: _____
- When does the community test the system? _____

Thunderstorms/Lightning:

- All youth and adults will go inside the designated building (i.e., church or shelter) if lightning/thunder is encountered.
- If the day camp site is under a Storm Watch, hikes will be limited to the immediate area. If the day camp site is under a Storm Warning, all youth and adults will go inside/under the designated shelter as above.

Severe Winds:

- During high winds, avoid areas with lots of trees/limbs. Activities should be in open areas or under shelter.
- Severe Winds, such as tornado warnings will be communicated from the Program Coordinator. Proceed to the storm shelter and take immediate cover in inner rooms such as restrooms or hallways as available. Each counselor should be with their Group. Remain in this location until the Program Coordinator gives an all-clear announcement.

Anti-Bullying Procedures

Bullying affects everyone, not just the bullies and the victims. It also affects other children who watch. There is also a danger that less aggressive children can be drawn in by group pressure. Bullying is not an inevitable part of life or a necessary part of growing up, and it rarely sorts itself out.

The Evangelical Lutheran Church of America (ELCA) made a commitment to help address this major issue in our country. Just like the ELCA, HopeWood Outdoors is working to create an environment that is safe and welcoming for all people.

On its website, the ELCA states that bullying is commonly defined as intentional, repeated, hurtful acts, words or other behavior on the part of one or more individuals. Among children or youth, bullying may be physical (hitting, damaging or stealing possessions), verbal (name-calling, threats or taunting), emotional (threatening or stalking), or social (spreading rumors or the imposition of isolation). In adults, bullying manifests itself primarily through on-going harassment and psychological intimidation that happens when one is ridiculed, insulted, degraded, threatened, or slandered.

To help ensure that your day camp is a safe environment where children can learn, worship, play, and grow in total safety; we encourage you to be aware of these behaviors. Each situation should be handled individually and responded to according to the specific nature of the situation. Parents of all children involved should be notified as soon as possible of the situation. The process of investigating the situation and deciding what action(s) may or may not be needed should include the Pastor, the Day Camp Church Coordinator, and the HopeWood Outdoors Program Coordinator.

Possible actions taken in regard to a child(ren) bullying another child(ren) could include a conversation about the situation, a time-out during camp, or being sent home.

Be aware that possible retaliation against a bullied child or a child that reports a bullying situation may occur. All children should feel safe to report issues of bullying as well as be made aware of the fact that because of the seriousness of this issue, a false claim should never be made.

Summer Youth Camper Behavior Guidelines

HopeWood Outdoors wants to ensure that all campers have a fun, exciting, and Christ-focused time during their camp session. With that in mind, there are behavioral guidelines campers are expected to follow. It is good for all to understand the kind of conduct that allows everyone to enjoy a positive experience.

ASK CAMPER:

- WHAT are you doing that I can't allow?
- WHY can't I allow this?
- WHAT will you do the next time?
- WHAT do you feel you need to do now?

Church and Camp Staff are asked to be consistent and follow this questioning to make the camper take responsibility for their actions. The simplest guideline is to treat others the way you want to be treated by:

- Giving everyone in the camp community respect at all times, including showing respect for other's personal belongings, privacy, and feelings
- Appreciating and caring for the camp's facilities, property, and equipment
- Staying in the presence of camp staff at all times
- Using appropriate language and gestures
- Staying safe and never engaging in an activity which puts you, other campers, or staff at risk of injury

All campers agree to abide by the HopeWood Outdoors summer youth camper behavior guidelines, and to follow directions and guidance of the church and camp staff. Summer Youth Campers who fail these behavioral expectations receive guidance from staff and the Church Coordinator. If issues persist, the parent/guardian may be contacted by phone. If behavior does not improve, the camper will be asked to leave camp. Parents are responsible for their camper's travel to and from camp.

IMPORTANT: Campers asked to leave camp for behavioral reasons receive no refund of any kind. Examples of behaviors that are considered serious and can result in immediate expulsion from camp include, but are not limited to:

- Possession or use of any item deemed dangerous by the Church or Camp staff including weapons, illicit or illegal drugs or other controlled substances; tobacco products of any kind; or alcoholic beverages.
- Physical abuse including hitting, kicking, biting or pushing other campers or staff.
- Repeated failure to follow staff instructions, particularly involving situations that put anyone in danger.
- Leaving Camp property or a program area without the permission of authorized Camp staff.
- Verbal abuse of other campers or staff
- Behavior that negatively impacts another camper's experience
- Threatening harm to themselves or other campers

HopeWood Connect Day Camp Resources and Forms

The following pages contain a variety of forms
to assist congregational organization.

If you have any questions, please email guestrelations@hopewoodoutdoors.org or call
419-864-8030.



HopeWood Outdoors Day Camp Program Information Form

Please return by May 1. Thank You!

This form is designed to help us plan for your congregation's day camp. The information will be available to the summer staff so they can prepare specifically for your day camp! Please be sure to include how the Church Coordinator can be reached, both in the evening and the daytime hours, to expedite communication.

Name of
Congregation _____

Address _____

City _____ State _____ Zip Code _____

Congregation Phone Number (_____) _____

Congregation E-mail _____

Pastor's Name _____

Pastor's E-mail _____

Church Coordinator's Name _____

Church Coordinator's E-mail _____

Church Coordinator's Day Time Phone Number (_____) _____

Church Coordinator's Evening Phone Number (_____) _____

What are the goals/expectations for your day camp?

1. _____
2. _____
3. _____
4. _____

The HopeWood Outdoors Day Camp Staff plan to arrive at your congregation late Sunday afternoon for the day camp staff and volunteer meeting and meal. Please indicate the schedule for Sunday afternoon/evening:

What times are you planning to run day camp?

9am-4pm 9am-3pm 10am-4pm 12pm-6pm 3pm-8pm Other: _____

Do you have any field trips planned? _____

If yes, where are the kids going and on what day (also include if there are age limits)?

- 1.
- 2.
- 3.
- 4.

Do you have any guest speakers planned? _____ If yes, who and what day and time?

- 1.
- 2.
- 3.
- 4.

Do you have any community service projects planned? _____ If yes, please explain:

Do you have any Evening Program plans?

Tuesday _____

Wednesday _____

Thursday Evening Family Worship? _____ yes _____ no

Any special request?

Safety Agreement

I have read and completed the Safety Regulations in the Day Camp Manual. During the day camp, all completed forms will be kept _____.

On Sunday evening, I will review the forms with the Day Camp Team Coordinator.

Signature of Church Coordinator

Directions to the church: Your day camp staff will come from LMC at HopeWood Pines. You may wish to provide directions to your church from the camp.

Please return this Program Information Form by May 1 to: HopeWood Outdoors Guest Relations Manager, 2790 State Route 31, Marengo, OH 43334

If you have questions, please contact the Guest Relations Manager at 419-864-8030 or guestrelations@hopewoodoutdoors.org

Thank You!

Host Congregation and/or Location _____

Dates of Camp _____

HopeWood Connect & Amazing Grace Day Camps Registration, Health, & Permission Form

Please print legibly. Parent or guardian is to complete this form in pen. Thank you.

Camper Information:

First Name: _____ Last Name: _____

Street Address (or P.O. Box): _____

City: _____ State: _____ Zip: _____

Gender: _____ Grade **Completed**: _____ Birthdate: ____/____/____

T-Shirt Size (*Applicable for Congregation Use*): YS YM YL AS AM AL

Home Church _____ City _____ Pastor _____

Parent/Guardian Information

First & Last Name: _____

Home Phone Number: _____

Cell Phone Number: _____

E-Mail: _____

Additional Parent/Guardian Information

First & Last Name: _____

Home Phone Number: _____

Cell Phone Number: _____

E-Mail: _____

Additional Emergency Contact Information:

If the parents or guardians are not available in an emergency, notify:

Name _____ Phone/cell: (____) _____

Name _____ Phone/cell: (____) _____

During Day Camp, how will your child come and leave from the day camp site? (circle all that apply)

Walk

Bike

Car

The following person(s) is/are permitted to pick up my child from Day Camp:

1. _____ 2. _____

3. _____ 4. _____

DO NOT release my child to the following person(s):

1. _____ 2. _____

For Church Coordinator use (HopeWood Connect Day Camps)

Fee per person for week of Day Camp: \$_____ Amount received: \$_____ Date received: _____ Balance: \$_____

This exact form is required for each day camper.

It is to be filled out in pen by the parent or guardian.

Please copy this exact form only on white or light-colored paper.

www.hopewoodoutdoors.org

Day Camp Registration, Health, & Permission Form – continued

Camper's Doctor _____ Phone: (____) _____

Camper's Dentist _____ Phone: (____) _____

Health Insurance Company: _____ Policy Holder's Name: _____

Policy Group Numbers: _____ Policy Number: _____

List any disability or recurring illness: _____

Note any activities to be limited: _____

Specify any dietary concerns or limitations: _____

Include current medication or medical treatment:

Name	Dosage
1. _____	_____
2. _____	_____
3. _____	_____

Note: All medications sent to camp must be in the original containers and given to the Church Coordinator.

Note all allergies: __Bee Stings __Aspirin __Penicillin __Peanuts __Other: _____

Immunization Record:

Check if current:

DPT Series _____

Mumps _____

Measles _____

Rubella _____

Polio Series _____

Hepatitis B Series _____

TB Test Result: _____

Date of Tetanus Booster: _____

Date of COVID-19 Vaccination: _____

Please provide any other information or restrictions that might help the day camp staff and volunteers to know how best to care for your child (behavioral, physical, emotional, mental health):

Release: I hereby give permission for the camper, previously named, to participate in all day camp activities and off-site field trips, except as previously noted. I also consent to the use of any photograph or video recordings of my child or family in future HopeWood Outdoors or ELCA publications.

I understand that every effort will be made to contact me if my child needs emergency medical-surgical treatment. But if it is important to do so, I hereby give my permission to the physician selected by the Camp Staff to secure proper treatment, to hospitalize, to order injection, anesthesia, x-ray or surgery for my child as named above. I further authorize the Church Coordinator, or their designee, to administer over the counter drugs and medications as needed.

Date

Printed Name

Parent/Guardian Signature

HopeWood Connect Day Camp Informed Consent and Release Form

Dear Parents,

Listed below are the activities your child may be participating in during the week of day camp sponsored by _____ Church:

- _____ Horseback Riding held at _____ (facility, city)
- _____ Swimming held at _____
- _____ Canoeing held at _____
- _____ Bike Trip held at _____
- _____ Low Ropes Challenge Course held at _____
- _____ High Ropes Challenge Course held at _____

All camp activities involve a certain amount of risk. The activities as named above carry certain additional risks. Please identify any restrictions for your child's participation.

I, _____, am over 18 years of age and am the parent, guardian, custodian of _____, a minor, age _____. I acknowledge that HopeWood Outdoors and _____ (day camp congregation) are sponsoring the above activities at the locations as specified. I permit the already named youth to participate. The youth as named is also expected to follow all rules and policies as explained by camp and facility staff. I recognize and acknowledge that my child's participation in these activities may include but are not limited to the following:

Horseback Riding:

- The unpredictability of an equine's reaction to sounds, sudden movements, unfamiliar object, persons or other animals
- Weather related hazards including rain, lightening, thunder, wind, excessive heat or cold and could affect equine behavior
- Hazards including but not limited to surface or subsurface conditions of traveling surfaces
- A collision with another equine, another animal, or an object
- The propensity of an equine to behave in ways that may result in injury, death, or loss to persons on or around the equine
- The potential of an equine activity participant to act in a negligent manner that may contribute to injury, death, of loss to the participant or to other persons including but not limited to failing to maintain control over an equine or failure to act within the ability of the participant.

Specific restrictions regarding horseback riding for the above youth: _____

Swimming and Canoeing:

There will be a certified lifeguard on duty at all camp swimming/aquatic/canoeing activities. All individuals participating with canoe activities are required to wear a PFD (i.e., lifejacket) at all times.

The above youth is a

Non-swimmer

Intermediate-level Swimmer

Advanced Swimmer

Specific restrictions regarding swimming/canoeing/or any aquatic activity:

Biking Trips:

All participants will be required to provide and wear their own bike helmets and bring a water bottle. All bike trips will follow a mapped route.

Specific restrictions regarding bike activities: _____

Low and High Ropes Challenge Course Activities:

Low Ropes are generally activities done on structures of ten feet or less from the ground. High Ropes are generally activities done on structures ten feet or higher from the ground and require specific safety equipment. For High Rope activities, all participants will be required to wear a helmet and be harnessed and clipped into the safety ropes as directed and provided by the facility staff. All participants are expected to follow the instructions by the staff. Anyone who is not willing to follow staff instructions will not be allowed to participate. These activities are designed to help participants grow in their self-esteem, extend their trust levels, learn about appropriate risk and bolster all around teamwork. Participants have the ability and opportunity to participate or not, depending on their own comfort level. All activities involve learning of spotting (safety) techniques and group support by the facility staff.

Specific restrictions regarding low or high rope activities: _____

With full knowledge of the above named and any other inherent risks which may be associated with the listed activities, I hereby consent to my child's participation in the above described activities and waive any and all claims for tort or civil actions of any kind which my child, I, or my heirs, personal representatives, and next of kin may have or which may arise against HopeWood Outdoors, _____ congregation, or _____ facility(ies), their successors, assigns, affiliates, directors, officers, employees, and agents from any and all liabilities, claims, lawsuits, losses, costs, causes of action and damages of any kind originating, or in any way arising from, my child's participation in such activities.

I understand that this Waiver and Release shall be valid for one year from the date below unless revoked in writing by me by notice to:

HopeWood Outdoors
2790 State Route 61
Marengo, OH 43334

I hereby declare that the terms of this Waiver and Release have been completely read, are fully understood, and are voluntarily accepted for the purpose of my child's participation in the activities described herein.

_____	_____
Date	Address
_____	_____
Parent Signature	City, State and Zip Code

Printed Name	

Voluntary Disclosure Statement

Return directly to the HopeWood Connect Day Camp congregation you will be serving.

Return this form to church: _____

Address: _____ Contact: _____

Name _____ Birth date _____
Last First Middle

Home Address _____
Street Address City State Zip

Social Security # _____

Other names by which known (e.g., maiden name) _____

Home Phone _____ Business Phone _____

Cell Phone _____ Email _____

If at school or college please fill this section out:

School or College _____

Address _____
Street Address City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last five years (include college and home residences):

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

(Continue on separate sheet if necessary)

2. Have you ever been convicted of any crime relating of any manner to children and/or your conduct with them? ____yes ____no

If yes, please explain (Use a separate sheet, if necessary.) _____

3. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? ____yes ____no

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally handicapped person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape

Over

- Distribution and trafficking of narcotics and or other controlled substances
- Intent to commit any of the above crimes

If yes, please explain (Use a separate sheet, if necessary.) _____

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? ____ yes ____no

If yes, please explain (Use a separate sheet, if necessary.) _____

5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to, a domestic order or protection? ____ yes ____no

If yes, please explain (Use a separate sheet, if necessary.) _____

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? ____ yes ____no

If yes, please explain (Use a separate sheet, if necessary.) _____

I understand that:

- a. The camp may deny employment or volunteer service to any person who answers “yes” to any one of questions 2-6. If hired and the employer later discovers circumstances that would indicate a “yes” answer to any of the above questions, employment may be terminated immediately.
- b. The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c. The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
 - 1) Have a history of complaints of abuse of a minor;
 - 2) Have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - 3) Have falsified or omitted information in this disclosure statement.
- d. This disclosure statement must be updated and signed annually.

Signature _____ Date _____

Signature of Minor’s Parent or Guardian _____ Date _____

HopeWood Connect Day Camp Daily Attendance

Circle Day: Monday Tuesday Wednesday Thursday Friday

[illegible]

**Use an ink pen to complete this form.
Make as many copies of this form as needed.**

HopeWood Connect Camper Medication Log

Dates: _____ **Supervising Adult:** _____

[illegible]

HopeWood Connect Camper Special Needs Log

Church/Site: _____

Week: _____

Counselor: _____

Grade: _____

[illegible]

Faith in Christ Lutheran Day Camp

Tools for Building

Today we learned that through His words and example, Jesus teaches us how to build and keep peaceful relationships. We learn to appreciate the value of everyone and everything around us. Also, we will try to follow Jesus' teachings about how to resolve conflicts between people.



Wednesday News:



Tomorrow we will be tie-dying! Be sure to send a T-shirt or other item to camp with your child. Please put it in a plastic bag and label it with your child's name. Thanks!

Also, come tomorrow prepared for fun! Wear old clothes and shoes (which is always a good idea when you're tie-dying anyway!) We will be playing water games in the afternoon if the weather permits. Yes, you will get wet! Oh, and bring a towel, too!

Come to our Family Worship and Ice Cream Social Thursday, July 21 at 7:00 p.m.

*Offering at worship will go to support...*_____.

Sample Letter to Potential Campers and Their Parents

(Letterhead)

If possible, attach a photo of camp activity, clip art, etc.

Greetings, neighbor!

_____ *name of sponsoring church* _____ is sponsoring a summer day camp at _____ *location* _____, _____ *address* _____ in _____ *city* _____.

You're invited to participate!

What is day camp? It's a week of camp without needing to sleep away from home! Activities will include crafts, singing, games, sports, Bible Study, and special events such as: _____ *List special field trips, visitors, highlights of your particular camp* _____. Day camp is a chance for growth! Through these activities, your child will develop self confidence, enhance leadership skills, and learn the importance of teamwork in ways that will serve them long after camp has ended.

Each day, we will begin at _____ am and end at _____ pm. *Specify whether lunch is packed or provided.* The cost of the program is \$ _____ with a maximum of \$ _____ per family. Scholarships are available if needed; please contact the church for information.

For more information and registration, please call _____ *name of contact person* _____, at _____ *phone number* _____. The registration deadline is _____ *date due* _____.

We look forward to seeing you!

Peace,

Name of Contact
Name of Congregation

Sample News Release

For Immediate Release

Church Name and Logo

Name, Address, email, and phone of contact person

An exciting day camp is being hosted and conducted by _____ *name* _____ Lutheran Church on _____ *week dates* _____ from _____ am to _____ pm. It will be held at _____ *location* _____, _____ *address* _____ in _____ *city* _____.

What is day camp? It's a week of camp without needing to sleep away from home! Activities will include crafts, singing, games, sports, Bible Study, and special events such as: _____ *List special field trips, visitors, highlights of your particular camp* _____. Day camp is a chance for growth! Through these activities, your child will develop self confidence, enhance leadership skills, and learn the importance of teamwork in ways that will serve them long after camp has ended.

This is a cooperative effort of _____ Lutheran Church and HopeWood Outdoors.

For more information and registration, please call _____ *name of contact person* _____ at _____ *phone number* _____. Please register by _____ *deadline date* _____.

Sample Letter to Host Families

Dear Host Family,

Thank you for your willingness to host our camp staff and share your home. As hosts, you are providing a key aspect of our day camp ministry. The HopeWood Outdoors staff always rate the experience of staying with kind and caring people as a highlight of their summer. You are helping young people grow in understanding of the body of Christ.

We consider serving on HopeWood Outdoors staff as much more than a job; it is ministry in the Christian community. You are a part of that community! Because of this, we have clear expectations of our staff to enable them to do the best job they can. It might be helpful for you to be aware of some of the personnel policies and the expectations we have of our staff.

Because the staff serves as role models and ministers to the children, our staff is not permitted to consume alcohol during the week, including Sunday morning through Friday afternoon. Because of the high energy level needed to work with children, staff members are required to be home by 10:00 p.m. each night. If your family lifestyle calls for an earlier curfew, please do not hesitate to inform the staff. We encourage them to be sensitive to your needs, as well as their own, for adequate sleep and relaxation.

If you are able to share special aspects of your local community with the staff, please do so. However, please do not feel obligated to “entertain” the staff; we do not want to disrupt your family’s schedule. Also, the staff will need some time to themselves to relax and to plan their next day’s activities.

If you have any concerns about the staff you host, please do not hesitate to inform the Church Coordinator. We want to do everything we can to make sure the day camp experience is positive for the campers, the congregation, the host families, and the staff.

Again, thank you very much for your hospitality. I am deeply grateful for your role in our ministry. God’s richest blessing to you!

In Christ,

Church Coordinator

**Sample Letter to Fire Department,
EMS/Ambulance Service and Police/Sheriff Department**

Recommendation: Type on Church letterhead if possible

Name of Organization
Street Address
City, State Zip

Date

To Whom It May Concern:

This letter is written to inform you that Lutheran Outdoor Ministries in Ohio in partnership with
congregation will be holding a day camp at the following address:

Name of site
Street address (*special note: Please do not use Post Office Box address*)
City, State Zip

The program will run from date to date and will include approximately # youth and adults.

Thank you for your attention to this letter.

Sincerely,

Your name
Church Coordinator
Phone Number

Emergency Phone Numbers

Please post this list at all phones and take this list to all off-site trips.

Name of Site: _____

Address: _____
Street
City
State
Zip

Phone: _____

Is this community a 911 Emergency Access Area? ____yes ____no

Church Coordinator Name	Phone
Pastor Name	Phone
Local Police/Sheriff	Phone
Highway Patrol	Phone
Emergency Squad	Phone
Poison Control	Phone
Hospital Name	Phone
Fire Department	Phone
Electric Emergencies Company Name Maintenance Name	Company Phone Maintenance Phone
Gas Emergencies Company Name Maintenance Name	Company Phone Maintenance Phone
Plumbing Emergencies Company Name Maintenance Name	Company Phone Maintenance Phone
HopeWood Outdoors	Office Phone 614-890-2267
Host Home:	Phone

Remember: When phoning 911, answer all questions from the operator and hang up only after the 911 operator hangs up.

CREATED TO BE
Week at a Glance

Theme verse: "I praise you, for I am fearfully and wonderfully made. Wonderful are your works; that I know very well."
Psalm 139:14

	Daily Focus	Bible Text	Theme	Catechism Connection	Additional Bible Texts
Day 1	Created to Be Free	Ephesians 2:4-10	Our freedom comes from God as a gift of love through Jesus Christ.	First Article of the Apostles' Creed	John 8:31-36 Galatians 5:13-26 Luke 13:10-17 Luke 4:14-19 Matthew 22:36-40
Day 2	Created to Be Authentic	Luke 10:38-42	As individuals and communities of faith, we are called to be true to who God created us to be.	Second Article of the Apostles' Creed	Mark 8:27-29 Genesis 1:26-27 Micah 6:8 Romans 12:1-8
Day 3	Created to Be Brave	1 Samuel 17:1-50	Through our faith in Christ, confidence in God's love and presence, and the support of our siblings in Christ, the Spirit stirs bravery and courage in us for the challenges and opportunities of life.	Third Article of the Apostles' Creed	2 Kings 4:1-7 Romans 8:31-39 Jeremiah 1:4-10 Acts 9:1-21
Day 4	Created to Be Disciples	Matthew 11:28-30	We are called to serve together, as well as encourage and support one another as communities of faith.	Sacrament of Holy Baptism	John 15:9-17 Matthew 25:34-40 1 Cor. 16:10-18 Ephesians 4:11-16 Luke 24:13-35
Day 5	Created to Be Disruptive	Luke 5:17-26	Our faith is not silent, passive or solitary. Our actions and advocacy are guided by the Spirit and love for our neighbor in the church, society, and the world.	The Lord's Prayer	Matthew 25:37-40 Luke 7:36-50 John 8:2-11 Matthew 21:12-17 Deut. 16:19-20