

## Sponsor Information

Thank you for your willingness to be a sponsor and to help children come to know and grow in Christ! God has a purpose in your being at camp, a purpose which will have eternal, lasting results! Please begin praying now for the week.

### **Sponsor Responsibilities**

- Love and pray for each camper.
- Have a positive attitude.
- Be familiar with the rules listed in the sponsor and camper book.
- Involve the kids at camp.
- Sit with your kids during worship. Seating will be assigned each night – look for the seating chart.
- Be available to speak with your kids during the invitation time.
- Facilitate Bible Studies during the Bible Study time.
- Participate actively during recreation time with campers.
- Do cabin wrap-up (review camper's daily memory verse, Bible truths, decisions, questions, prayer, etc.) with your camper in the cabin before lights out.
- Help campers with scripture memory and memorize the scriptures with them.

### **Sponsor Tips**

Be sensitive to each child's needs. Watch closely for those who may feel left out or picked on by others. Do not suggest (much less promise) that a child can go home due to homesickness. Try to minister to him/her. Suggest a child write a letter. Encourage parents of the homesick child to persuade their child to stay. No child is permitted to leave camp (even with a parent) without one of the Camp Director's authorization. Bring the child to the Dean of Boys or Dean of Girls for some extra Tender Loving Care. Communicate with camp leadership. If you need something, talk with any of the Camp Staff.

### **Child Protection Training**

In order to serve as a volunteer sponsor at Latham Springs, you must complete the Child Protection Training, and turn in a Certificate of Completion at the Sponsor Prep Meeting. These Certificates are good for 2 years, but it is your responsibility to be able to present the certificate. You can find all the information on this course at [www.lathamspings.com/child-protection-training](http://www.lathamspings.com/child-protection-training).

### **Registration/Background Check Form**

Every adult over 18 must have a criminal background & sex offender check. It is the **church's responsibility** to complete a **background check** on each Sponsor and Fill out the **Sponsor Verification Form**.

*The day of camp you will need to bring camp forms in this order, please:*

Sponsor Verification Form, Adult Registration Forms, Copies of Child Protection Certificates,  
List of Campers, Camper Registration Forms

### **Sponsor Prep Meeting**

**Sponsor Prep Day will be Sunday, June 2<sup>nd</sup>, 2:30 – 4:00 p.m. at FBC Grandview, 401 E. Criner, Grandview, TX 76050, (Youth Room/Closest to Brookshire Brothers).** Contact Julie Swift, 817-648-5003 for questions. It is very important to have as many adults there as possible, especially if you are a first time sponsor. This is an important day to get information out, answer questions, and spend some time in prayer as a group. Please make every effort to be there.

## Latham Springs Sponsor's Guidelines

Being a good sponsor means stepping up to the awesome, **24 hours a day**, responsibility of caring for someone else's children physically, mentally, emotionally and spiritually. A sponsor is acting "Loco Parenti" which means "in the place of parents". This is an opportunity that should be taken with great thought and care.

- I. It is the sponsor's responsibility to ensure their camper(s) do not participate in any activity listed as a limitation on Camper Registration/Medical Release Form (Appendix 1). Sponsors should make sure they are familiar with their camper's registration form and medical needs. Please make yourself aware of HIPAA and how it relates especially to the "Need to Know" privacy aspect of an individual's medical needs.
  
- II. SPONSOR PRIVILEGES are defined by your unique position as both a trusted church leader who is asked to shepherd precious young people and are required to assure health, safety and security for the campers. Privileges include:
  - 1) Sponsor campers.
  - 2) Parent, teacher, confidant, disciplinarian, staff member and friend to each camper in your group.
  - 3) Represent your church, Latham Springs and the Lord Jesus Christ.
  - 4) To provide an atmosphere conducive to spiritual growth for those who are already Christians.
  - 5) To maintain a prayerful sensitivity that God might call some to special service and then to help them in their response.
  - 6) Guide young people to understand and apply proper Christian relationship principles with their peers and leaders.
  - 7) To make CAMP the most fun experience ever.
  
- III. SPONSOR RESPONSIBILITIES include the primary requirement to assure that the campers in your group cooperate with all of the LSCRC Guidelines.
  - 1) Be vigilant for safety issues 24 hours a day.
  - 2) There is to be NO river or lake access unless LSCRC Personnel are present.
  - 3) Many campers' "sicknesses" are due to not drinking enough water. Encourage three glasses of water or non-caffeine drinks at meals and frequent fluids at activities.
  - 4) Please make yourself aware of correct body spill clean-up methods. LSCRC keeps "Body Spill Clean-up Kits" in the First Aid Station. You can contact the Camp Health Officer or camp staff to obtain a kit.
  - 5) Know each camper in your group by name and foster a spirit of mutual accountability.
  - 6) Sponsors must maintain continuous supervision of their group at all times. **This is a Texas Department of State Health Services requirement.** Supervision is never handed over to Latham Springs staff. This requires cooperation with other sponsors to assure that no camper is overlooked. It is important to know your campers.
  - 7) Please help be good stewards of God's resources at Latham Springs by keeping doors, closed, turning off lights and keeping air conditioner's thermostats **at 72** degrees. It will freeze up and not work at all if you turn it colder.
  - 8) NO ONE is to remain in the cabins/lodges during scheduled activities.
  - 9) Sponsors make sure their students are on time and monitor them during Worship services.
  - 10) Sponsors bed 'em down and shut-em off at "lights out".
  - 11) Seek opportunity early in the week to talk with your campers individually about their relationship with the Lord. If you need assistance ask your church leader or camp staff. It is best not to talk with your campers during the invitation unless they ask a specific question.
  - 12) LEAD your group to pray for the unsaved in the camp and especially in your group.
  - 13) If transportation is needed, notify the Camp Director to make plans to transport patient while maintaining enough supervision for your Campers. The transporting vehicle must take the Transport Safety Bag in vehicle located in the Nurses' Station. (STATE LAW)
  
- IV. CAMPER PROBLEMS:
  - 1) Handle problems which you observe in behavior immediately. If you require assistance, include your Church Leader, Dean of Campers, or Director.
  - 2) Personal problems which the campers bring to you need to be taken seriously and discussed with them as soon as practical. However, you will not be able to handle all of their problems and may need to refer them to parental or pastoral care.
  - 3) If further disciplinary actions are needed, consult with Camp Director.

**V. ILLNESS OR INJURY:**

- 1) Camper must be taken to the Camp Health Officer (CHO) in the First Aid Station.
- 2) If situation warrants, CHO will contact the Camp Director and Camp Manager if necessary.
- 3) If transportation is needed, notify the Camp Director to make plans to transport patient while maintaining enough supervision for your Campers. The transporting vehicle must take the Transport Safety Bag in vehicle located in the Nurses' Station. (STATE LAW)
- 4) CHO, Group Leader, Latham Springs Staff will make all calls to parents, doctors, or hospitals as required. Depending on the nature of the illness/injury the parent/guardian may be asked to meet their child at the doctor/hospital. Try and remain calm when calling parents. Please make yourself aware of HIPAA Laws especially relating to the "Need to Know" aspect.

**VI. CABIN CLEANING & CHECK OUT:**

Turn-around times are critical this year! Remember your check-in/check-out times. Same day as your departure, another camp will be arriving. During those few hours in between camps, Latham Springs staff will have to flip the whole camp for the next group. Please leave your cabins clean to help with this process. See page 23 in the Latham Springs Handbook for Cleaning Procedures.

- Staff will go through cabins, lodges and public restrooms daily to empty trash and fill paper towel and toilet paper dispensers.
- Two bottles of pink soap (heavily diluted) and a roll of paper towels will be available in each cabin.
- Encourage your campers to dispose of their trash properly and to keep the grounds picked up. It is good stewardship!

**Check-out day:**

1. Each cabin should be cleaned and checked by either a representative of the camp committee or the Camp Director to ensure that cabin has been inspected before departure.
2. Please see that all campers and camper belongings are out of the building.
3. Please ask all campers to remain out of the buildings once they are clean. They can use rest rooms at the auditorium.
4. Church group(s) who depart(s) without cleaning their building(s) may be assessed a cleaning fee.

**VII. For Emergency Procedures and Child Abuse Procedures see pages 20-22 in the Latham Springs Handbook.**

Name of Church you are representing _____	T-shirt Size _____
Name of Camp Session attending <b>Next Level Kids Camp</b> _____ Date of Camp <b>July 14-18, 2019</b> _____	

**Adult / Leader / Sponsor (Must be 21 yrs. or older)**

**Registration Agreement & Medical Release Form for Latham Springs Camp & Retreat Center**

Name _____	Phone # _____	Email Address _____
First                      Middle                      Last                      (Maiden)		
Address _____		City/State _____ Zip _____
Birth Date _____	Sponsor Age _____	Driver's License # _____
Emergency Contact _____		Relation _____ Phone _____
Family Physician's Name _____		Work phone _____ Cell _____
Insurance Provider _____		Policy # _____ ID# _____

Medical conditions and Health History: List any recent illness, injuries and/or hospitalizations relevant to physician in case of an emergency (use back if necessary)

I hereby authorize the Latham Springs Camp & Retreat Center staff, Camp Nurse or Group Leadership to make emergency medical decisions on my behalf (if necessary) and I understand that my insurance coverage will be Primary Coverage.

**\*ALL MEDICATIONS**, whether prescription or over-the-counter, **MUST** be in the original container with the camper's name and the current dosage (Required by the Texas Department of State Health Services). All medications must be placed in a large Ziploc bag with your child's name and church name and **MUST** be given to the Camp Nurse during Registration

Name of Medication	Dosage	Frequency / Time(s)	Comments
		<input type="radio"/> Breakfast <input type="radio"/> Lunch <input type="radio"/> Dinner <input type="radio"/> Bedtime	<input type="radio"/> As needed
		<input type="radio"/> Breakfast <input type="radio"/> Lunch <input type="radio"/> Dinner <input type="radio"/> Bedtime	<input type="radio"/> As needed
		<input type="radio"/> Breakfast <input type="radio"/> Lunch <input type="radio"/> Dinner <input type="radio"/> Bedtime	<input type="radio"/> As needed
		<input type="radio"/> Breakfast <input type="radio"/> Lunch <input type="radio"/> Dinner <input type="radio"/> Bedtime	<input type="radio"/> As needed

No medications may be kept in the cabins except with permission from the Camp Health Officer at registration. No medications may be given to ANY child except by the Camp Health Officer. This includes OTC, RX, and essential oils. No essential oil diffusers may be used in cabins due to allergies.

(Initials)

**AUTHORIZATION FOR BACKGROUND CHECK**

In consideration of the receipt and evaluation of this form by Latham Springs Camp & Retreat Center located at 134 PR 223, Aquilla, Texas 76622, I hereby give my permission to obtain information relating to my criminal history record. I understand that this information will be used, in part, to determine my eligibility to serve at Latham Springs. I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this screening form. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I agree to be bound by the Constitution and policies of Latham Springs Camp & Retreat Center and to refrain from unscriptural conduct in the performance of my services on behalf of the Camp. The basic criteria which have been established by the State of Texas for conducting youth camps is met or exceeded by Latham Springs Group Leader Handbook requirements and I agree to read thoroughly and adhere to all guidelines therein.

**RISK RELEASE:**

In consideration of, and as part payment for the right to participate in Activities and the services and food arranged by CAMP, Applicant: (1) fully releases CAMP from current or future liability from negligence, gross negligence, or intentional tort by any person, (2) assumes all Risks and Dangers, whether or not that risk is foreseeable, and (3) will indemnify and hold CAMP harmless from any and all claims, liability, actions, causes of action, debts, claims and demands of every kind and nature whatsoever, for personal injury, property damage or loss, psychological injury or emotional distress, or medical expenses of any kind and attorney's fees and costs of court filed by Applicant, or by other parties against CAMP, connected with Applicant's program or participation in any activities at CAMP or arranged by the CAMP.

**Applicant hereby agrees that Applicant will not sue CAMP for personal or property injury, and, if Applicant attempts to sue, Applicant will not collect any money. In addition, Applicant will indemnify CAMP for attorney's fees and costs of court fees associated with any litigation against CAMP connected with Applicant's program or participation in any activities at CAMP or arranged by the CAMP.**

**REPRODUCED IMAGES**

I authorize and release the use of Applicant's image to be reproduced in any form including, but not limited to, newspapers, photographs, magazines, and internet websites, to CAMP for any purpose of CAMP.

BY MY SIGNATURE BELOW, I VERIFY THAT I HAVE READ AND UNDERSTAND EVERY PROVISION OF THIS AGREEMENT.

\_\_\_\_\_ Name of Adult Participant (**Please Print**)

\_\_\_\_\_ Date \_\_\_\_\_

**SIGNATURE** of Adult Participant