

IMPORTANT 2018 CAMP INFORMATION FOR STAFF

Please read the following information and review the camp policies.

CHECK-IN / CHECK-OUT Registration on the first day of camp is from **10AM to 12PM**. When you arrive at camp, please come to the gymnasium located on the left side of the property once you enter the gates. Lunch will be served on the first day at 12:30PM. Student orientation will begin at 2PM. Check-out time on the last day of camp is 10AM. The Camp will close at 11AM on the final day of camp.

CAMP STAFF AGE Kids Camp Staff must be 16 years of age. Youth Camp Staff must be 20 years of age. No exceptions.

BACKGROUND SCREENING For *anyone* who will register as Camp Staff, there is a **state law** that will require background screening of all Camp Staff. The most significant change is that camp staff will **not** be allowed to attend camp **until** they are cleared by a complete Level 2 Live Scan background screen. Potential Camp Staff will have to locate a Live Scan vendor and pay to have the screen. Results will then be forwarded to Masterpiece Gardens. Live Scan results may take up to three weeks or more. ****If the church you are coming to camp with has a current Live Scan (not a VECHS check) report for you, we can accept a copy of that report. If you have a previous report but it is not in the DCF Clearinghouse (prior to 2015) you MUST be rescreened. If there is any question on the validity of your screening on file, we can verify. We ask that the Camp Staff member have the live scan performed PRIOR to registering as staff.**

MEALS Meal times will be at 8AM, 12:30PM, and 5:30PM. The Shack (snack bar) will be open 2 times a day in case campers would like some candy or sodas, so you may choose to bring \$3-5 per day for concessions. \$10 Snack Shack cards will be available for purchase and can be used in the Shack for concessions. *No lunch will be served on Friday.*

CAMP REGISTRATION FEES The price of camp includes: registration, tuition, lodging, meals and secondary insurance. If the registration process is not completed prior to the postmarked deadline, add a \$25 late fee. There will be no extensions. We strongly recommend early pre-registration. There is limited space at our facility, and the state will not permit an overflow position. The only way to guarantee your space is to pre-register.

STAFF-TO-CAMPER RATIO Due to the large number of campers that attend PFYouth/PFKids Camps every summer, all churches that bring groups of more than five are expected to provide staff to help assist with the students. However, if the staff to Camper ratio is less than 1:5, then a church may be asked to drop staff. In the event there is bed space and overstaffed, staff may pay \$155 in order to be staff at the camp.

PRE-REGISTRATION No phone registrations or partial registrations will be accepted. Only the staff registration fee with a completed online registration and camp staff consent & agreement form will hold a spot. **Walk-on staff will not be accepted.** Staff registering by the early registration deadline must pay the correct amount to be eligible for the early registration pricing.

REFUNDS Due to programming costs, refunds for staff who are unable to attend a full week of camp must be requested a minimum of seven days prior to the first day of camp. Refunds must be requested via Email youth@penflorida.org. Refunds will be issued at the end of the camping season. Camp Staff fees are transferrable. We cannot refund monies for partial attendance to a week of camp. No refunds will be given for expelled staff.

WAITING LIST Many camps fill up. If you pre-register and the camp is already over capacity you will be contacted and placed on a waiting list. Any cancellations will result in those beds being given to campers on the waiting list. Forfeited beds cannot automatically be claimed by new campers on registration day. Registration funds will be refunded if a bed is not available.

HOUSING All staff will be assigned to dormitory style rooms before arriving on the campgrounds on a first come first serve basis. Add-ons cannot be guaranteed to be housed with their group. We will do our best to accommodate housing requests, but with **NO GUARANTEES!**

If the camp sells out you will be offered another week to attend, if available. There may be an opportunity to pay an additional \$35 to stay at a local hotel. Or, if you are support staff you may be asked to move off of the campground to a local hotel to free a bed for a student. The student needing a bed will be responsible to cover the \$35 fee. (Hotel options for PFYouth Camp Only).

NON-CAMPER POLICY PFYouth summer camps are **CLOSED** camps. All camp activities including evening services are open only to registered campers and staff. Any child, student or adult violating this policy will be asked to leave the grounds.

LOST & FOUND Any lost and found items left on grounds after the conclusion of camp will be held for one month. If not claimed during that time period, they will be given away. Items will be shipped back to their owners at their owners' expense.

CAMP PROPERTY DAMAGE Charges for items broken/damaged during camp will be billed to all parties/individuals involved.

CAMP POLICIES By registering for camp, you agree to abide by all rules set forth by the Pen Florida District Council of the Assemblies of God, Masterpiece Gardens Campground, and the District Youth Director. Policies are given as guidelines for every camper/staff to follow. This code of conduct has been established for the benefit of every person present. The lack of cooperation, unnecessary roughness, lack of respect for property, or an unwholesome attitude on the part of any camper/staff will result in expulsion from camp. The expense of transporting the expelled camper/staff home from camp is not the responsibility of PFYouth.

- When approved, a staff manual will be sent to your email address and we will be expecting you at the camp for which you have applied. Please notify us if you are unable to fulfill your commitment. If your application arrives after the staff is filled, you will have to pay a camp fee of \$150 to be able to stay, provided there is room, and a manual will not be emailed. Please be flexible with staff assignments.
- Because we give full consideration to our campers, no underage staff worker's children will be allowed on the campgrounds during the camp.
- All staff must submit a pastoral reference to participate in camps.
- All staff must submit to a national background check to be kept on file with Pen Florida Student Camps.
- Staff will not be able to leave the camp facility unless given prior permission from the DYD/DKD.
- All Staff are required to be at all events the students are required to be at and be a positive role model in attitude and action.
- All staff must be on the premises from 10AM on the first day until 10AM on the last day, to abide by camp rules and policies, be given any assignments deemed necessary by the executive camp staff for the camp? (We cannot guarantee you will be dorm staff or an assistant, so please be flexible.)
- Cell phones: We are asking you not to use them during the day, during service or after service. We are recommending students not bring them at all.
- We should strive at all times to conduct ourselves as Christian ladies and gentlemen with proper consideration shown for others.
- No fireworks, firearms, tobacco, alcohol, drugs, airsoft or paintball guns, improper reading materials, or pets will be allowed on the grounds.
- No excessive practical joking. Hazing and destruction of property will result in dismissal from camp.
- Bullying. Zero tolerance for bullying. Immediate dismissal of students bullying other students.

WHAT TO BRING

- A heart willing to serve and work at the camp
- Bible, Notepad & Pen
- Recreational Clothes
- Gym shoes
- Sleeping bag or twin bed sheets, blanket, pillow
- Towels & Wash Cloths
- Soap, Toothbrush, Toothpaste, Shampoo, Hairdryer
- Modest swimwear
- Spending money for snacks & camp store
- Sunscreen & Bug Spray
- Alarm Clock
- Money for missions offering
- Team Supplies
- Dirty Clothes Bag

PFYouth is not responsible for lost/stolen items.

WHAT NOT TO BRING No electric devices, laptops, video games, Silly String, shaving cream, water guns, water balloons, tape, spray paint products.

WHAT TO WEAR

- *Abbreviated Attire* such as half shirts, backless or halter-type dresses or shirts, spaghetti straps or extremely tight garments will not be allowed by campers or staff.
- Shoes must be worn at all times – including to and from the pool.
- Shorts of modest length may be worn
- Bathrobes or a large towel must be worn over bathing suits to and from the pool. Guys, this includes you. T-shirt to cover chest must be worn to and from pool.
- Recreation during the day is often messy. Keep this in mind when you are planning what clothes to bring. You will want to bring older clothes and shoes that you can get wet, muddy and generally dirty. Ladies may want to wear a bathing suit under their clothing or a dark colored t-shirt for recreation.
- Pajamas are NOT allowed for recreation activities.
- If clothing is deemed inappropriate they will be asked to change.

CAMP LOCATION Masterpiece Gardens is located at 3900 Great Masterpiece Rd, Lake Wales, FL 33898

PFYouth Ministries
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