



2026 Traveling Day Camp Manual

Welcome to the exciting adventure of Summer Day Camp!

We hope this manual will be helpful in the planning and operation of your day camp program.

Please call the Sky Ranch office with any questions or concerns.

We look forward to our partnership in ministry this summer!

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DAY CAMP LOCAL COORDINATOR JOB DESCRIPTION

The Day Camp Local Coordinator plays a vital role in the success and development of the local day camp. Each congregation MUST designate a local coordinator. The local coordinator is our link to your congregation and community and the joint ministry that we enter into with your Day Camp. Please be sure that you have the time and an understanding of this position before you make the commitment to it so that we can work together for a strong and positive summer program for youth. The following are some guidelines and expectations to help you better understand the Day Camp program and your role in it.

THE LOCAL COORDINATOR SHALL:

1. Work with Sky Ranch staff to design the program so that it best fits the needs and resources of the local church and community.
2. Coordinate information and planning with all appropriate church committees and leadership.
3. Serve as liaison between church and Camp, including Sky Ranch staff, before, during, and after the Day Camp.
4. Read all Day Camp material in order to have a clear understanding of the Day Camp program.
5. Select and secure the Day Camp site and establish emergency procedures as outlined in Day Camp Manual.
6. Coordinate the promotion of the Day Camp in your church and community.
7. Register the youth, collect fees, collect health forms and necessary permission slips, etc.
8. **Assure that the appropriate forms and payments are sent to the Camp office, i.e. the Certificate of Liability Insurance and second payment three weeks prior to Day Camp beginning.**
9. Recruit and organize volunteers to take part in the Day Camp. This involves coordinating volunteers for snack, daily registration, and someone to be available at times that you will not be present at the Day Camp.
10. Coordinate staff meal arrangements and housing.
11. **The Final Day Camp Arrangement sheet is due 3 weeks prior to your day camp. The form can be found at the end of this document.**
12. Coordinate the evaluation of the Day Camp and attend an evaluation meeting at the conclusion of the Day Camp.
13. The Day Camp Local Coordinator is often the last word on safety procedures, parental contacts, and local activities. You are our local expert, and we depend on you to assist us in getting to know your community and church.

This is a long list of responsibilities and much of it may be done by a committee or group of volunteers. We are available at any time to answer questions, give advice or meet with the appropriate people. We realize that not every detail gets done, but the better the planning and preparation for your week the more powerful and energetic the results will be!

SAMPLE DAILY SCHEDULE

TDC SAMPLE SCHEDULE						
Sunday		Monday	Tuesday	Wednesday	Thursday	Friday
	8:45	Arrival begins!	Arrival begins!	Arrival begins!	Arrival begins!	Arrival begins!
Times based on location**	9:15-9:30	First Word	First Word	First Word	First Word	First Word
Meet with Coordinator & Volunteers	9:30-10:15	Cabin Unity or Rotation 1	Rotation 1	Rotation 1	Rotation 1	Games/Activities
	10:15	Snack	Snack	Snack	Snack	Snack
	10:45-11:30	Rotation 1 or 2	Rotation 2	Rotation 2	Rotation 2	Closing Program
Get Settled!	11:30-Noon	Group songs/games	Group songs/games	Group songs/games	Group songs/games	Staff stop for QUICK lunch if needed
Staff Planning meeting! (Discuss placements, have stations ready for tomorrow, know what supplies are needed!)	Noon	Lunch	Lunch	Lunch	Lunch	
	12:45ish	Siesta	Siesta	Siesta	Siesta	
	1:30-2:15	Rotation 2 or 3	Rotation 3	Rotation 3	Rotation 3	
	2:00-2:45	Games/Activities	Games/Activities	Games/Activities	Games/Activities	
	2:45-3:00	Closing	Closing	Closing	Closing	
		Meet w/ Coordinator	Meet w/ Coordinator	Meet w/ Coordinator	Meet w/ Coordinator	

Typically, bible study and crafts are scheduled for the 1st and 2nd activity periods while attention spans are still long. In places where it is too hot for outside afternoon activities field trips or games might be scheduled in the morning instead. Bible Study/Crafts would then take place inside in the afternoon. The schedule is flexible to meet the needs of the campers and opportunities offered by the site.

PUBLICITY GUIDELINES

Sky Ranch has been running Day Camps for more than 25 years, but it is still a "new idea" in many congregations. Therefore, you need to interpret the idea to the congregation as well as promote it to potential youth. Day Camp should be promoted often and early in church bulletins, newsletters, local newspapers, local radio/TV public announcement space, and other means available. **Help people understand that this is something different from VBS or other programs that have may have happened at church before.** Sky Ranch staff are the "something new" that sets this Day Camp apart!

CONGREGATIONAL PUBLICITY

1. List the Day Camp on the church schedule and calendar as early as possible. Thereafter, put in a brief announcement in church bulletins and newsletters, every 2-3 weeks.
2. A brief, but informative flyer should be prepared and distributed six to eight weeks prior to the Day Camp, to all church family units; (a sample PR letter is provided).
3. Have one or two temple talks as part of Sunday Worship. They need only be three to five minutes in length. The first talk should explain Day Camp and the second should kick-off registrations. (A youth who has attended on-site camp might talk about camp coming to your congregation.)
4. Put up posters around the church, highlighting the Day Camp, including the dates and key activities.

COMMUNITY RELATIONS

1. Put periodic notes in the local newspaper or magazines. Especially plan to make use of the "community news" section.
2. If you want to reach out to the community for children outside of your congregation to attend, put up posters or flyers in the neighborhood.
3. Invite other churches in the area to participate.
4. Put up a big sign or banner at the Day Camp site to promote the dates and key activities. Keep it up throughout the Day Camp.

YOUTH PUBLICITY AND REGISTRATION

1. Send out a letter to the parents of all potential youth; (sample provided). Include an informational brochure. Be sure to link the Day Camp to Sky Ranch for those who have attended onsite Camp.
2. Hold registration after Sunday worship. Parental release and registration forms (or a note with the link to register online) can be signed at this time to facilitate getting the required information.
3. Collect a deposit at the time of registration and then the final balance at least one week prior to camp.
4. Distribute the health history form and set a deadline for it to be returned. **If you set your deadline for the first day of Day Camp, please make sure that you have the age and any special needs information available to staff prior to the first day so they can make groups appropriately.**
5. Telephone calls or personal conversations can be had with families of youth who have not registered.
6. The most effective form of recruitment is to extend the invitation in person. Ask parents who have children of day camp age directly and offer to answer any questions.

SAMPLE PR LETTER TO PARENTS

(Adapt this letter to fit your needs and put on church letterhead)

Dear Parents,

Greetings from _____ Church!

Our church is planning an exciting opportunity for Christian fellowship, growth, and learning, which your child will want to share in. It's a Day Camp, planned for _ (dates)____, for youth who have completed grades _____.

Day Camp is offered by **Sky Ranch Lutheran Camp**. Camp staff, together with folks from our congregation, will lead the experience. We will begin at 9:00 am and conclude at 3:00 PM, Monday through Thursday. **Thursday evening at _____ (time) there will be a closing program for parents.** On Friday, the week concludes at noon.

(Put a paragraph here on any of the special features or events of the week and camp.)

The purpose of the Day Camp is to help your child(ren) grow in faith. The key to Day Camp is the camp staff. Some of the special resources they bring include: music, arts and crafts, games, Bible study, and more. They also bring a great love of children and contagious enthusiasm for sharing their faith. Having "cool college kids" witness to the power of Jesus' love in their lives leaves a lasting impression. And they are tons of fun, too!

We are writing to encourage your child(ren) to participate. The cost is only \$_____. (add any information on registration procedures here.) Please plan to register by _____.

Please prayerfully consider this exciting opportunity for your child(ren). We hope they can share in the Day Camp, _____(dates)_____.

Sincerely,

Day Camp Committee
(list committee names)

SAMPLE NEWS RELEASE

To be included in parish newsletters, worship bulletins, and other congregational means of publicity. Feel free to edit to fit space requirements. You may also choose to highlight one aspect of Day Camp each week.

DAY CAMP COMES TO _____

Camp is coming to our church _____ (dates) _____! Five days of fun & faith-based Day Camp for youth who have completed grades _____ through _____. It is a joint venture of _____ (sponsoring churches) _____ and Sky Ranch Lutheran Camp. The cost for the week is only \$_____, which covers all costs, except for youth bringing their own lunch.

WHAT HAPPENS AT DAY CAMP?

Bible Study, worship, singing, games, arts and crafts, and all kinds of learning and creating --- nature study and outdoor play --- making new friends and learning how to get along as Jesus taught us --- and so much more!

WHERE WILL IT HAPPEN?

Day Camp will run from _____ to _____, Monday through Thursday. The Friday session will conclude at noon with a special program for families (or on Thursday evening.)

Day Camp will be held at _____ (location) _____. We'll also make use of _____ (its parks, zoo, beach, etc.) _____.

WHO WILL LEAD IT?

Counselors from Sky Ranch will lead the program. The staff are young adults trained and equipped in Bible Study, worship, first aid, recreation, creative activities, and working with people both young and old. The counselors are college students, at least 18 years old and lead and implement day camp in conjunction with a church coordinator. Volunteers from our church will share in the behind-the-scenes leadership.

WHO CAN COME?

Any youth who have completed grades _____ to _____ can sign up. You do not have to be a member of the congregation - Day Camp is open to everyone! (And scholarships are available for those in financial need.)

To register -----fill out the form (include registration link here) and enclose a \$_____ deposit per camper---send it to the church office-----bring the health history form. The balance of the fee is due one week prior to the first day of camp.

SAMPLE CONFIRMATION LETTER TO PARENTS

(CHURCH LETTERHEAD)

Dear Day Camp Parent,

Greetings! Thank you for sharing your child with the Sky Ranch + _____ Church Day Camp.

We've got an exciting week of Day Camp planned and are delighted that you can be a part of it. This is to confirm your child's registration and review details for the week:

- The balance of the fee, \$_____, is due one week before the camp.
- Plan to arrive at the church **by 8:40 am** on Monday morning, ____ (date) ____.
- Send a sack lunch along each day. The church will provide a cold drink and morning snack.
- Day Camp will conclude daily, Monday-Thursday **at 3:00 PM**. The Friday session concludes at 12:00 PM.

Sky Ranch Day Camp is a unique experience. It is a time for young people to learn, grow, and discover more of God's love and what it means to be part of the family of God. If your child has specific needs, please talk with the Sky Ranch Staff or Day Camp Coordinator before the first day of camp or at drop off time so that we can do our best to create an optimum learning environment. You may also contact the church office if you have any questions, or if we can help further in your planning and preparations.

Thank you for sharing your child with us! We look forward to a wonderful week together!

In Christ,

Local Coordinator:

Sky Ranch Program Director:
Pastor Bekah Boatwright
Bekah@skyranchcolorado.org

SAMPLE FORMS

PERMISSION SLIP

I, _____, hereby give permission for my child/children, _____,
(parent or guardian)

to leave the _____ Church campus/grounds with camp counselors on
these planned field trips during the week of Day Camp, _____.
(dates)

List specific field trips: dates & locations.

Signed: _____ Date: _____

REQUEST FOR BEFORE/AFTER CARE (supervision provided by church volunteers)

Before and after care will be provided at _____ Church by church volunteers during the week of day camp. Before care will be provided from 7:00am to 9:00am Monday through Friday, _____ (dates) _____. After care will be provided Monday through Thursday from 4:00pm to 6:00pm. NOTE: CHILDREN ARE TO BE PICKED UP BY NOON ON FRIDAY, _____ (DATE)
Please check below if you require before/after care for your child/children.

BEFORE - 7:00am to 9:00am _____

AFTER - 4:00pm to 6:00pm _____

NUMBER OF CHILDREN: _____

SIGNED: _____ DATE: _____

SKY RANCH DAY CAMP REGISTRATION FORM

Camp is coming to our church! Sign-up now!

_____ Church and Sky Ranch
are excited to bring Day Camp to

_____ (PLACE) _____ on _____ (DATES) _____

PLEASE PRINT:

Camper's Name _____

Age _____ Grade Completed, Spring 2025 _____

Birthday _____ Gender: _____

Address _____

City _____ Zip _____

Parent/Guardian Name _____

Phone (____) _____ E-Mail Address _____

Home Church (Name, City) _____

Anything else you'd like us to know about your child?

Please return this form with \$_____ deposit to:

_____ Church

Address _____

Permission to photograph your child? _____ Yes _____ No

**Photographs taken will be posted on _____ Church's social media page(s)
and could be used for promotional materials.

DAY CAMP REGISTRATION SHEET (to help you keep track of who is coming and what information you still need from them)

[illegible]

Church Name: _____
Dates of Day Camp: _____
Address: _____

DAY CAMP HEALTH HISTORY FORM

This Day Camp is a partnership between Sky Ranch and your local congregation (above). We want to provide your child with the best possible week at camp including spiritual, physical, and social growth. You can help by carefully filling out this form. Health forms must be turned into the Day Camp coordinator no later than the first morning of the Day Camp. **Each camper must have a completed health form on file or WILL NOT be admitted to Day Camp.**

PLEASE PRINT

Full Name of Camper _____
Last First MI (Circle or write name called)

Age _____ Birth date _____ Gender _____

Camper's Address _____

City _____ State _____ Zip _____

Name (s) of Parent (s) or Guardian _____

Home Phone (____) _____ Work Phone (____) _____ Cell Phone (____) _____

If I cannot be reached in an emergency call: _____ Relationship: _____

Home Phone (____) _____ Work Phone (____) _____ Cell Phone (____) _____

Name of Child's Physician: _____ Phone (____) _____

Health Insurance Information:

Sky Ranch and the local congregation have secondary accident insurance. The parent/legal guardian is responsible for all charges associated with an accident or illness.

Carrier name _____

Carrier Address _____

Policy # _____ Phone _____

Policy Holder's Name _____

Policy Holder's Social Security # _____ Policy Holder's Date of Birth _____

Medical Release and Authorization for Treatment

This day camp is a partnership between Sky Ranch and the local congregation listed above. The undersigned, as parent/legal guardian of the camper, authorizes Sky Ranch and the local congregation, its delegated leaders, directors, and medical personnel they have selected to consent to any medical/hospital care deemed necessary. I consent to the release of this health history and examination form to the emergency room, hospital, or doctor's office providing care. Day Camp leaders will endeavor, but are not required, to communicate with me prior to treatment. The undersigned releases Sky Ranch and the local congregation, and its designated leaders and directors from any liability and claims arising from any consent given in good faith in connections with diagnosis or treatment. The undersigned certifies that he/she has full authority to sign this Release and Authorization. This completed form may be photocopied for trips off site.

Printed Name _____ Signature _____ Date _____

CAMPER HEALTH HISTORY CONTINUED

Describe any current physical, mental or psychological health conditions requiring medication, treatment, or special restrictions or considerations while at camp: _____

Activities from which the camper should be exempted for health or other reasons: _____

Does camper know how to swim? ☐ Yes ☐ No ☐ Somewhat

Allergies: Please list any allergies (food, medicine, insect stings, etc.): _____

Asthma: ☐ Severe ☐ Moderate ☐ Mild Triggers? _____

Nutritional/dietary restrictions: _____

Diabetic? ☐ No ☐ Yes Vegetarian? ☐ No ☐ Yes

Camper Medications:

A first-aid kit will be always present. It contains the following medications: Tylenol, Motrin, Cold Medication and Antacids/Antidiarrheals. **May your child receive these medications if needed?**

☐ Yes ☐ No Comments: _____

IF YOUR CHILD NEEDS TO BRING ANY MEDICATION TO BE TAKEN DURING DAY CAMP HOURS PLEASE FILL OUT THE INFORMATION BELOW. All medications (including aspirin, vitamins) must be checked in with the local coordinator upon arrival.

I give my permission for the Local Coordinator or designated church volunteer to keep and administer the following medications:

Name of Med. _____ Dosage _____ How often _____

Name of Med. _____ Dosage _____ How often _____

Any special information concerning this medication? _____

Signed _____ Date _____
Parent or Guardian Name

Personal Information: Please share any information that will help us give your camper the best experience possible.

Has anything happened recently in your family or with friends that may affect your child's behavior while at camp? Any emotional upsets? _____

Is your child apprehensive about anything at camp? _____

Any other suggestions or special information for the counselor? _____

WEEKLY FIRST AID LOG

Dates of Day Camp:_____

Name of Church/Day Camp_____

First Aid Log: This log is to be filled out any time supplies are taken from the First Aid Kit. The day camp coordinator will share this information with parents at checkout each day. The Sky Ranch Staff will also review. **A copy needs to go to the Day Camp Coordinator & Sky Ranch Staff.**

[illegible]

RISK MANAGEMENT PLAN AND PROCEDURES FOR DAY CAMP

The purpose of risk management is to eliminate potential risks or to manage or minimize risks by preventing them 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 Sky Ranch.

There are a variety of kinds 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 plan deals with risks by avoidance (e.g. some places named off limits) or reduction.

The Risk Management Plan will include:

- I. Day Camp Health Procedures and Phone Numbers
- II. Search Procedures for a Lost Camper
- III. Fire Emergency Procedures
- IV. Tornado Procedures
- V. Daily Check-In and Check-Out Procedures
- VI. Emergency Transportation
- VII. Field Trips
- VIII. Potential Risks

I. Day Camp Health Procedures:

a. In the event of an emergency a staff member or adult volunteer should notify the following people in the order listed below:

1. Sky Ranch Leadership Staff -
2. Church Coordinator -
3. Sky Ranch Program Director- (970) 881-2113

b. Medical Information

1. All health forms will be kept _____.
At the end of the Day Camp week, camper health forms become property of the church. HIPAA regulations state that health forms (which are considered medical records) be kept confidential and private. Ex. Sky Ranch is required to keep onsite camper health forms until the camper turns 21 years of age. This allows for follow up as needed. At that time they are shredded to maintain privacy. Please check with your insurance provider for their recommendation regarding health forms.
2. Emergency numbers are posted (form provided) _____.
3. The Sky Ranch first aid kit and log will be kept _____.

Anytime supplies are used from the Sky Ranch first aid kit they must be documented on the first-aid log. The Coordinator will check this log daily and share information with parents at check-out.

4. If a child brings any medication to be taken during day camp hours it must be written on the health form in designated location. The local coordinator or designated church volunteer is responsible for receiving and distributing any medicine brought to day camp other than what is given through the first aid kit by camp staff.
5. The first aid kit and health forms will be taken on all field trips.

c. Medical Situations or Accidents:

1. Give first aid as necessary.
2. Inform the Sky Ranch Leadership Staff
3. The Leadership Staff will inform the local Coordinator.
4. The local Coordinator will call the parents of the child if necessary.
5. If the child needs further medical attention the parents will be called to help make that decision if time allows.
6. If parents are not available to pick the child up and further medical attention is needed, the local coordinator will drive the camper to the medical facility and stay with them until parents arrive.
7. The health form and accident-incident report form must be brought to the medical facility. Medical staff must sign the accident-incident form in designated space if the child is still not in their guardians care.
8. A copy of all accident-incident reports will be made for the church to keep on file.
9. A camper presenting any COVID symptoms, will be immediately sent home.

d. Life Threatening Emergencies

1. Give first aid as able and send a second staff member or able camper to get the Sky Ranch Leadership Staff and Local Coordinator.
2. When the judgment of the staff present mandates call 911.
3. The local Coordinator should contact the parents and stay with the child until the parents arrive (including riding in the ambulance).
4. The Sky Ranch Leadership Staff should contact Sky Ranch Program Director and remain at the day camp to finish leading the day.

5. A copy of the child's health form should be taken to the hospital with the camper if parents have not yet arrived.
6. The local coordinator should share any pertinent information with the Sky Ranch Leadership Staff upon return, who will complete a Sky Ranch Accident -Incident form.

II. Search Procedures For A Lost Camper

- a. Notify the Sky Ranch Leadership Staff and local Coordinator.
- b. Do Not Alarm Campers.
- c. Account for all campers by cabin/team groups to determine the extent of missing persons.
- d. Interview quickly all group members to determine any information regarding the missing person's last whereabouts, possible intentions, and destinations.
- e. Write down all specific information, including physical description, clothes worn, behavior observed, etc.
- f. By foot check likely places for a lost person to be, especially streets, bathrooms and buildings in the local area. At least one person should remain at the church (or designated home base on field trips). All persons report back at a designated time. Campers cannot search without an adult.
- g. If the missing person has not been found within one hour the local coordinator should call the parents and the police department. The Sky Ranch Leadership Staff should call the Program Director.

III. Fire Emergency Procedures

- a. The fire alarm is located _____.
- b. The fire extinguishers are located _____.
- c. If you are the first person to discover a fire:
 1. Remove all campers from the area of danger.
 2. Sound the alarm.
 3. Send another staff person (or able camper) to notify the Sky Ranch Leadership Staff and local Coordinator.
- d. Upon hearing the fire alarm:
 1. All campers and staff immediately walk to the parking lot.
 2. Each counselor is responsible to account for all their campers.
 3. The Sky Ranch Leadership Staff accounts for all campers and makes the decision along with the local Coordinator as to how to locate any missing campers.
 4. The local Coordinator determines when the building is safe. Keep campers away from the building until it is determined safe.

IV. Tornado Procedures:

- a. If in a building move away from windows to an interior hall or basement if possible. When the danger is imminent, they should be instructed to respond to a specific command to assume protective posture, facing interior walls. Such commands might be "Everybody down! Crouch on elbows and knees! Hands over back of head!"
- b. If outside make an attempt to move to open areas away from trees, vehicles and buildings. If possible find a ditch, gully, or low spot in the ground. Instruct campers to lay face down with their hands or an object protecting head and neck.
- c. After the tornado move to the parking lot or other safe location. If possible move injured campers to a safe location and notify the Sky Ranch Leadership Staff and local Coordinator.
 1. Administer first aid
 2. Each counselor is in charge of their own campers

3. The Sky Ranch Leadership Staff accounts for all campers and makes the decision along with the local Coordinator as to how to locate any missing campers.
4. The local Coordinator determines when it is safe to resume activities. If outside, keep campers away from the building until it is determined safe.

V. Daily Check-in and Check-out Procedures:

- a. The local Coordinator (or designated adult volunteer) is responsible for checking in and checking out all campers.
- b. Each morning a camper must be signed in and the name of who will be picking the child up in the afternoon must also be given.
- c. The person picking up the child must sign the child out. This name should be checked with the morning check-in to be sure it is the right person. If the name does not match, the coordinator must call the guardian of the child to verify that it is ok for the camper to leave with this person.
- d. If any campers do not come that are registered the local Coordinator should call the parents to find out if the child is coming.

VI. Emergency Transportation

- a. If emergency transportation is needed outside of an ambulance, the local coordinator will provide transportation for the camper and will remain with them until parents arrive. A designated travel ready vehicle should be at all Day Camp locations for any medical emergencies.
- b. If ambulance transportation is needed, the local Coordinator should contact the parents and stay with the child until the parents arrive (including riding in the ambulance).

VII. Field Trip Procedures

All trips away from church must be planned in advance and made known to a designated person who remains at the church. The plan will include:

- a. Route to be taken
- b. Departure and return time.
- c. Roster of participants
- d. Inclement weather plans
- e. Process for communication with the designated person at the church.
- f. Communication between the Sky Ranch Leadership Staff and the church volunteers to develop a clear plan for the outing.

Sky Ranch Leadership Staff should make sure that the health forms and first aid kit are present on the outing.

Once at the field trip site, staff will designate a "home spot" where the campers will be told to return to if they get lost or separated. Follow search procedure for a lost camper if needed.

VIII. Potential Risks: List potential risks at your Day Camp site (Share at Sunday Meeting)

EMERGENCY TELEPHONE NUMBERS

Please complete this form and post a copy of it by the telephone (or in a designated spot to be shown to staff during the Sunday meeting) to be used by staff.

Church Name: _____

Street Address (for emergencies): _____

City: _____

Week of: _____

Church phone #:

Pastor _____

Home #:

Office #:

Day Camp Coordinator:

Local Police:

Hospital:

Fire Department:

Sky Ranch- 970-493-5258— If after 5:00pm & no response, call **970-881-2113** (ask for Program Director)

DAY CAMP SUNDAY STAFF AND VOLUNTEER MEETING

1. Introduction
2. Go over camp/Bible Study theme
3. Review the daily/weekly schedule
4. Review the risk management procedures
5. Clarify who (from the church) will be checking campers in and out daily and any medicine.
6. Review registration forms and make grade/age divisions and staff assignments.
 - a. Sky Ranch would like to request a copy of the registration form. This form provides contact information for future promotional opportunities and for a Christmas post-card from their counselor.
7. Review camp staff and volunteer roles
 - a. It is helpful to designate clear roles for each volunteer and communicate that in this meeting. You can assign roles ahead of time or assign them in communication with your Leadership Staff.
8. Have a tour of church
9. Use of church resources (library, extra scissors, etc.)
10. Any special offering or projects
11. Questions

SKY RANCH DAY CAMP EVALUATION

Name of Church:

Dates of Camp:

Name of Leadership Staff:

Name of Counselors:

1. Did the pre-camp communication meet your needs? Please comment:

2. What were your expectations of Day Camp? Were these expectations met?

3. Please comment on any or all of the following that were a part of your program:

Arts & Crafts:

Daily opening/closing (prayer, songs, skits, theme introduction):

Field Trips (If Any):

Bible Study:

Games and Recreation:

Music:

Overall Schedule:

4. Please comment on the camp staff:

5. How was the communication between the church volunteers and the camp staff:
6. What feedback have you heard from campers and/or parents:
7. What aspects of Day Camp would you like to see kept the same for next year?
8. What changes would you suggest for next year's Day Camp?
9. Please share any other comments you have.

THANKS for your help in making next year's program even better!

Camper Numbers of day camp: _____

Sky Ranch Leadership Staff _____

Day Camp Coordinator _____

Signatures confirm that this is the number of campers that attended the day camp. This will be reflected on the congregation's final bill to be mailed within two weeks of the day camps end. Congregations will be charged the total amount based on the latest contract received.



Traveling Day Camp – Final Arrangements Sheet

Return to: Bekah Boatwright – bekah@skyranchcolorado.org.

Church Name:

Dates of Camp:

Church Address:

Church City, State, Zip:

Congregational Coordinator: _____ Phone: _____

Pastor: _____ Phone: _____ Email: _____

Sunday Planning Meeting:

Time:

Location:

(include address if different from church)

Hours of Day Camp:

Mon – Thurs:

(Standard is 9am – 3pm)

Friday:

(Standard is 9am – noon)

Projected Numbers:

Campers:

Adult Volunteers:

Youth Volunteers:

Closing Program:

Day:

Time:

Special Activities/Field Trips

	Location:	Time:
Monday		
Tuesday		
Wednesday		
Thursday		

Housing Arrangements for Staff*:

Group One

Host Family Name: _____

Phone: _____

Number of Staff: _____

Pets?: _____

Group Two (optional)

Host Family Name: _____

Phone: _____

Number of Staff: _____

Pets?: _____

**Our preference is for staff to be housed in one place for transportation purposes, but we understand this is not always possible*

Host Dinners/Evening Activities:

	Family Name:	Phone Number:
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		

**** Please return this form 2 weeks prior to your first day of camp ****

Questions? Concerns? Please contact Bekah Boatwright at bekah@skyranchcolorado.org or 970-493-5258