



Adult Leader Information – Fall Confirmation Retreat

We are excited that you have an interest and are joining us for the Fall Confirmation Retreat. The following information is intended to educate and prepare you, the Adult Leader, for this exciting weekend!

FOR THE CHURCH GROUP LEADER/CONTACT

Retreat Cost

- Student Cost (includes deposit): \$136
- Adult Leader Cost (includes deposit): \$105
- Deposit, per person: \$50

How to Register

To register for the Fall Confirmation Retreat, please send the completed Church Group Registration form along with the appropriate deposit for your group, to Camp Arcadia, P.O. Box 229 Arcadia, MI 49613. The priority registration date for the retreat is May 1st. Registrations will be processed as they are received at Camp Arcadia on a first come, first served basis.

The group contact will receive a registration deposit confirmation email which will include a link and instructions on how the group individuals will register online. Once the entire group has registered an updated invoice will be sent to the group leader. Deadline for individual registration online for the group is September 1st.

Cancellation Policy

For 5 or more people:

Prior to September 1st—You will be issued a full refund of the \$50 deposit per person or you can transfer the deposit to another person or you can apply the deposit to the church's balance.
After September 1st—You lose your \$50 deposit per person. It is non-transferable.

For less than 5 people:

More than two weeks from the start of the retreat—You will be issued a full refund of the \$50 deposit per person or you can transfer the deposit to another person or you can apply the deposit to the church's balance.

Less than two weeks from the start of the retreat—Your deposit will not be refunded; it can only be transferred to another camper of the same gender from your church.

Adult Leader Guidelines

Each group must provide their own adult leaders. We ask that you bring one leader for every seven students; we also ask that you provide a leader for each gender represented by your students. All leaders must be at least 18 years old. The adult leaders are responsible for their group throughout the entire retreat including behavior, supervision, and in case of emergency, adult leaders must have health information available for every person in the group.

Retreat Paperwork

Because this is a group retreat, and all participants will be part of a church group, Camp Arcadia does not require a release form for each individual camper. However, each group must bring a Certificate of Liability Insurance, which states not only the liability limits but also the "Medical Payments" coverage from the church's insurance company.

Camp Arcadia recommends that you bring a health form for each individual, adult and student, that attends with the church group. Each group leader is responsible for having the form accessible in case of an emergency.

Housing

Each church group will be housed in either rooms in the Camp Inn, dorm rooms or Camp cabins; where you are housed is based upon your registration numbers. Linens will be provided. Guests should bring their own towels and toiletries. For more specifics about housing, please call the Camp office at (231) 889-4361.

How many people are in a room?

We will not know the answer to this until you arrive at camp because numbers fluctuate continually up until the day camp begins. The minimum and maximum numbers per room vary from room to room.

Can we make housing requests? (i.e specific rooms, near another specific youth group, etc.)

The only housing requests we can guarantee are those related to a medical condition. If you need to make such a request, please contact the Camp office at (231) 889-4361.

HELPFUL HINTS FOR LEADERS

Set expectations for your students and leaders.

Set behavior expectations for your students before you come. It's a lot easier to accomplish your goals when everyone knows what's expected of them. Communicate these expectations prior to your arrival at Camp.

You should also set clear expectations for your adult leaders, which includes their participation in all of the main sessions, responsibility for a specific small group of students, and active participation with their students at different activities throughout the weekend. While we don't require an adult leader be with every student at every activity, we do recommend it! Your leaders are responsible for the behavior management of your group's students.

Encourage students to help create a social environment that honors Christ. And since this weekend is about the students, encourage adult leaders to spread out and invest time with them.

Strategize your time.

Spending time learning, laughing and exploring with your students is critical. Have your adult leaders be intentional about getting to know the students in your group. During your weekend at Camp Arcadia, your adult leaders may spend as much time with your students as they would in an entire year of ministry at home. Make relationships a priority!

Program overview

Our programming is designed to capture your students' attention and get them thinking about the topics and teachings. The goal is to set you and the adult leaders up to help your students make specific personal application to their lives. Small group times, activity time, and free time are as critical to life change and application as the time spent in the sessions.

SMALL GROUPS

Throughout the weekend, you will have the opportunity to have designated time with the students you brought. Here are some suggestions on how to facilitate a successful small group.

The Goal

The goal of the small group time is to help facilitate a connection between the main session content and your students' lives, and lead them into deeper discussions. Students can sometime feel overwhelmed in large group settings, so use this time to get to know them personally, to help them build strong bonds with other students from your group, and to challenge them to consider questions about their lives that will ultimately lead them back to their relationship with Jesus Christ. Small group questions will be provided upon your arrival. Here is a general question pattern to follow. It asks:

What?

Ask your kids to talk about what happened, what they saw, and what they learned.

So What?

Help your kids to express the implications of what they learned and how it affects their attitudes and feelings by asking why it matters.

Now What?

Give your kids the opportunity to synthesize what they learned and how it made them feel, predict what might happen next, and make a plan to do something new or differently because of what they are learning.

Important Tips

- It is important that you remember to be a facilitator, allowing the students to talk; don't tell them anything that they can tell you.
- Set expectations up front about when to speak and when to listen, where and how to sit, etc. Avoid being the only one to comment on what your students are saying; encourage them to discuss what their peers are sharing.
- Try to turn questions directed at you back to the group for their input and discussion.
- Value every member of your group.
- Affirm and protect each member.
- Respect the opinions of every member of your group.
- Don't be afraid of silence, give them time to think and answer.
- Be patient, do not get frustrated, and give your students a chance to get used to you.
- Use the questions given as a guide, but feel free to follow the Spirit's leading as well.
- Make this time your own! If you use small groups at home or have a means of processing that is familiar to your students, use it.

CHURCH GROUP LEADER CHECKLIST

PRIOR TO ARRIVING AT CAMP

- ◆ Do you have your method of payment?
Your balance is due upon arrival.

- ◆ Do you have a *Certificate of Liability Insurance*, which states not only the liability limits but also includes the “Medical Payments” coverage from the church’s insurance company?

- ◆ Determine goals for your group. How do you plan on using this weekend in your overall ministry?

- ◆ Pray. Set the tone for the weekend.

- ◆ Establish and communicate behavioral expectations for your students and adult leaders.
See “Helpful Hints for Leaders”

- ◆ When packing vehicles, separate boy/girl luggage for easier unloading upon arrival.

PACKING LIST

Camp Arcadia is not responsible for any lost, damaged or stolen items.

Essentials and Strongly Recommended:

(Bed linens will be provided)

- ◆ Seasonably appropriate clothing: Shorts, t-shirts, long pants, long sleeved shirts, sweatshirt
- ◆ Pajamas, underwear and extra socks
- ◆ Sturdy closed-toed shoes are required for many activities (ie: tennis shoes)
- ◆ Towel
- ◆ Toiletries and comb or brush in a small bag to carry to bathroom
- ◆ Bible, notebook and pen
- ◆ Outdoor jacket, hat and gloves
- ◆ Dirty laundry bag

Optional Items:

- ◆ Flashlight
- ◆ Refillable water bottle
- ◆ Camera and charger

Please Do Not Bring:

- ◆ Alcohol, tobacco or non-prescription drugs
Please note: all medications, including those available over-the-counter, should be kept by an adult leader, locked and away from where students can access them.
- ◆ Firearms, Fireworks or sparklers
- ◆ Video games or other valuables*
- ◆ Pets
- ◆ Homework

***It is up to the Church Group Leader to decide about bringing cell phones, iPods and MP3 players. Please know that while at Camp, we ask students to leave these items in their rooms, which cannot be locked.**