

## Victory Camp Church Group Registration

1. Complete the Church Group Registration Form. Please go to the link Below:

<https://victorycamp.wufoo.com/forms/church-group-registration-2016/>

The form allows you to pay your deposit online or you can submit your form and pay by one of the other options available. Once you have completed the online form and have submitted your deposit your reservation will be secured.

**2. Deposits: A \$30.00 deposit is required for each space reserved. All deposits are non-refundable. Please note: Reservations are on a “first come, first serve” basis. You can submit deposit with your online church group registration form, by credit card over the phone, or by check in the mail.**

**Early Bird!! For Every \$30 dollar deposit you place, per camper, by March 31<sup>st</sup> those campers will receive a Concessions wristband worth \$15 to use at concessions areas.**

3. It is not necessary to pay a deposit for any member of your group who is attending for free, but they must be included in your count. Free campers include: the primary youth or children's pastor who brings **10 or more campers**, and pastor's children under the age of 3.

Counselors may attend free if you bring 8 boy campers then the male counselor will attend free, and if you bring 8 girl campers the female counselor will attend free. Counselors will be charged full price if groups have less than 8 boy campers, and 8 girl campers. There cannot be a combination of boy and girl campers to receive counselor discount. Any additional leaders or “junior counselors” (other than those required to meet state guidelines for younger campers) will be charged the full session price.

4. For All Session: A male or female counselor is required for every eight male or female campers (including campers at Jr. High sessions.)

For Kids Camps: The counselors must stay with the campers at all times, including taking them to activities, services, meals, and supervising them in the dorms, as well as lead devotions with their group.

For Jr. High Camps: The counselors will lead morning devotion with their group, sit with their campers at services and meals, supervise their group's participation in rec activities and oversee their camper's behavior in the dormitories. Your campers do not have to stay with their counselors during free times.

5. Children's/ Youth Pastors, spouses, and children

Children's/ Youth pastors who bring a minimum of 10 campers may attend their camp session free of charge. A children's/ youth pastor's spouse may attend for half-price. Any leader's children attending camp must be included in your final count and have a registration form filled out. Any children under 6 are charged 1/2 of the camp's registration fee and children under 3 attend free of charge.

6. For All Sessions: A copy of the camper's immunization record (campers under 18) is required. The immunization record must be sent with the camper's registration form. This is a Texas Dept. of Health regulation for camp sessions. Parents can usually get a copy through their child's school if they contact the administration office before school gets out for the summer. Please send the immunization record attached to the registration form.(it is possible to upload shot record to online form) In some cases, due to parental preference or beliefs children will not be immunized. In these situations, an original letter signed by the child's parent or guardian stating that their child has not received immunizations will suffice.

7. Payments: All payments should be made by church check or money order. Payment for your balance is expected upon arrival. Payments for any additional charges that you are invoiced for are required within 30 days of your session. If you need to make payment by credit card, please contact our registrar to set up payment.

8. Please note: Registration forms and a final count are due at the Victory Camp office 10 days prior to your session. This includes forms for your leaders, counselors, leader's children or anyone else attending with your group. Registration forms can be submitted online. If you need assistance setting up an online form for your group, contact our registrar.

9. Once your final count is received, you may not make changes to your boy/ girl count. If a camper backs out after the registration deadline, they may only be replaced by a camper of the same gender.

10. Please do not bring any additional campers (who are not included in your final count or who's registration form has not been submitted) to camp with you. Our sessions are usually full and we cannot accommodate campers who have not been accounted for.

11. Check all of your forms (before mailing them in) for **parent's signatures**. Forms without signatures will not be accepted.

## COUNSELOR INFORMATION

The State of Texas now requires all camp counselors to participate in a 1 hour Child Protection/ Abuse Issues seminar and complete a short test to verify their participation. Your church may choose to either attend the 1 hour session hosted by Victory Camp (contact our office for date and time) or have the materials presented at your facility by a member of your church staff. The class consists of basic information that would be of benefit to anyone who works with children or youth.

For your convenience, workshop materials are available on our website; also we have listed the info for taking the course online below.

If you have questions regarding Child Protection Training, please contact the Victory Camp office at 281-388-2267.

- Groups bringing campers between the ages of 6 and 8 years of age may require additional supervision to meet new State guidelines. Please contact the camp office if your group falls in to this category.
- For all sessions (Kid's camp and Jr. High) counselors are required for every 8 campers. 1 male for every 8 boys and 1 female for every 8 girls. Groups bringing campers who are between the ages of 6 and 8 years of age may require additional counselors to meet new State regulations. Please contact the camp office if this will affect your group. **All counselors must be no less than 16 years of age.**
- All counselors must attend a Child Protection Training Class and complete a simple test to verify their participation or take the online review and online test for your convenience which can be found on links below.  
Online child protection review:
  - Go to: attached document called: Child Protection PowerPoint and review material then close once you have studied the material.
  - Go to: <https://victorycamp.wufoo.com/forms/child-protection-test/>
  - Test: 70 or higher is passing. If you did not pass, you will be contacted via email and may take the test once more.
- Child Protection Training is valid for 2 years. Counselors who completed the course for the prior season do not have to repeat the course this year if their verification test is on file in the Victory Camp office.

## Victory Camp Counselor Information

Church Name: \_\_\_\_\_

Session # \_\_\_\_\_

Counselor Name: \_\_\_\_\_

- Campers:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_

Please complete one form for each counselor group you are bringing. Feel free to make copies as needed. This form will be used to make dorm/ activity assignments, and to make other preparations for your session. Please submit an accurate list to avoid confusion.

**SEND THIS PAGE WITH YOUR FORMS - 1 WEEK PRIOR TO YOUR SESSION.**

## Camper/Counselor Registration Information

### LEADER INFO:

1. You will need to set up your camper's registration by providing us an email address to receive a copy of all forms submitted by your group. Also, let us know what name you would like your group to go by.
2. Each person attending camp will need to fill out the Victory Camp Registration Form (this includes pastors and counselors)
3. We also require a copy of your camper's immunization record which can be uploaded to the online form by parents or sent in separately. (this includes counselors under the age of 18)
4. **ALL REGISTRATION FORMS MUST BE SUBMITTED ONLINE.**
5. Paper forms will only be permitted for persons with no internet capabilities.
6. All shot records and forms online and paper will need to be turned in to the camp one week before your camp session begins.
7. Please have each parent, guardian, pastor, and counselor go to [www.victorycamp.com](http://www.victorycamp.com) and click on **Summer Camp** then **Register** and submit the online form or:  
go straight to this link below which will take you to the same form:  
<https://victorycamp.wufoo.com/forms/victory-camp-registration-form-2016/>
8. **Important:** When filling out the online registration form make sure and select the proper session whether that is day camp, kids camp, or Jr. High Camp; then select your church group name and continue!! Note: by choosing your church group name it removes the option to pay and will inform you to send payments to the church group leader once the form is submitted.

## **Camper Packing List**

### **Residential Campers**

- 1. A Sleeping bag or sheets and a blanket**
- 2. A pillow**
- 3. A Bible**
- 4. 2 Towels (1 for Swimming , 1 for showering)**
- 5. Personal items (toothbrush, toothpaste, shampoo, etc.)**
- 6. Casual clothes**
- 7. A modest one-piece swimsuit (if you only have two piece please bring dark colored shirt to wear over.)**
- 8. A pair of closed toe athletic shoes**
- 9. Sunscreen**
- 10. Money for concessions or souvenirs**

### **Day Campers**

**Swimsuit, sunscreen, towel, closed toe shoes, bag or backpack, extra change of clothes.**

### **All Campers**

**PLEASE LABEL ALL ITEMS WITH FIRST AND LAST NAMES**

### **What not to bring**

- 1. CD players/ MP3 players or ipods**
- 2. Video games or TVs**
- 3. Weapons**
- 4. Spray paint**
- 5. Waterguns or water balloons**
- 6. Silly String**
- 7. Expensive jewelry or clothing**
- 8. Cellular phones**
- 9. Fireworks**
- 10. Pets**