

# CAMP STAFF PROCESS

## Information for Church Leaders

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### REQUIREMENT:

Cabin Leaders must be 18 years of age or older for Kids and Middle School Camps; we prefer at least 20 years of age or older for Merge and High School Camps.

It is the responsibility of each church to provide adequate leadership for the number of boy and girl campers they are bringing (see the formula below). Should a church be unable to secure enough leaders from within their church, permission is granted to recruit leaders from another church, Bible College, Chi Alpha, or Master's Commission. However the burden of recruiting and screening is born solely by the church.

Please communicate with the parents/families from your church which leader(s) you have assigned to be with your campers.

### CAMPER/CABIN LEADER FORMULA:

The following formula will be used for **each gender**:

0 Cabin Leaders	1 Cabin Leader	2 Cabin Leaders
0 Campers	Up to 6 Campers	Up to 12 Campers
3 Cabin Leaders	4 Cabin Leaders	5 Cabin Leaders
Up to 18 Campers	Up to 24 Campers	Up to 30 Campers

Support staff (recreation staff, nurse, security, kitchen, etc) are not counted in the formulas above. For instance; if you have 6 campers of the same gender and are sending two people to work in the kitchen, you must still provide 1 approved Cabin Leader.

**Unless other arrangements have been approved, your Cabin Leader(s) will be placed with your campers.** We cannot have campers unsupervised in the cabins.

**TIP:** If you have a small number of campers (1-3) we recommend contacting another church and partnering your campers together. Please state these arrangements when you submit your forms to eliminate confusion.

## STAFF APPLICATION PROCESS:

1. **Receive Staff Applications from your local church volunteers:** A sample application has been included, however, we would prefer that you use your church's standard volunteer application for all camp staff.
2. **Screen each applicant**
  - a. Each staff applicant should be screened in accordance with your church volunteer policies as they will be working with your campers.
  - b. We recommend a national criminal background check to be run on each applicant
  - c. Suggested screening resources
    - i. <http://pinnacleprof.com> or <http://protectmyministry.com> specializing in background checks for churches
    - ii. <http://www.nsopr.gov> - national sex offender database
    - iii. Your county courthouse
3. **Compile a list** of your approved staff using the attached Approved Staff List (below).
4. **Include the Signed/Notarized Affidavit:** This lets us know you have appropriately screened each of your staff and is required for your staff to be at the camp.
5. **Remember:** If your church is sending staff serving in support roles (security, kitchen, nurse, etc) these must be screened as well, but do not count as Cabin Leaders for your campers.
6. **Staff Costs:** Churches that send staff to week-long camps are encouraged to help offset the cost of their attendance. Our staff costs are \$90 per person. A suggested donation of \$45 per staff member will help a great deal.

**PLEASE NOTE: ONLY A COPY OF PART ONE OF THE STAFF APPLICATION NEEDS TO BE SUBMITTED TO OUR OFFICE. THE BACKGROUND AND REFERENCE FORMS ARE FOR LOCAL CHURCH USE. WE ALSO REQUIRE YOUR SIGNED STAFF LIST AND SIGNED AND NOTARIZED AFFIDAVIT.**

# APPROVED STAFF LIST

**Name & Email** = the name and email address of the approved applicant

**Camp** = show the camp this applicant will be attending. If attending more than one camp, please list them separately.

**Yrs. Exp** = should include the total number of years they have served in a camp staff role. this is their years of camp experience.

**Position** = the position they will be serving (most will fall into the CABIN LEADER (formerly GUIDE) category. Other positions include: Medical Staff, Lifeguard, Security, Recreation, Other)

Name/Email	Camp	Yrs Exp.	Position	Gender
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

\_\_\_\_\_ **Church Name**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Person Submitting**

\_\_\_\_\_ **Position**

**Don't forget to include the Signed and Notarized Affidavit with this form. Be sure to send an updated list if any changes occur.**

# VOLUNTEER AFFIDAVIT

## To be completed by the Lead/Senior Pastor

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The undersigned pastor warrants that his/her church has run and reviewed background checks and has checked references on all volunteers, employees and pastors from his/her church that will be working with campers at the SDAG sponsored camp, and is aware of no information that would suggest that any of said persons pose a risk of harm to minors.

I certify under PENALTY OF PERJURY under the laws of the State of South Dakota that the foregoing paragraph is true and correct.

\_\_\_\_\_  
*signature of affiant*

\_\_\_\_\_  
*printed name of affiant*

\_\_\_\_\_  
*Church name and City*

## Notary

State of South Dakota County of \_\_\_\_\_

I certify that the following person(s) appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

\_\_\_\_\_  
name(s) of principal(s)

\_\_\_\_\_  
*Signature of Notary*

\_\_\_\_\_  
Printed Name of Notary

[notary seal]

My commission expires: \_\_\_\_\_, 20\_\_\_\_.