



October 08

52511 185th Place McGregor, MN 55760
218-426-3389 info@bigsandycamp.com www.bigsandycamp.com

Dear Friends at _____,

We are very excited about the opportunity to bring Day Camp to your church! During the week of _____, a Big Sandy Camp team of trained summer staff members is available to conduct a 4-day long Day Camp experience for your church's 1st through 6th graders.

Please read the following information very carefully. It is our desire to serve the Lord by serving your church in an excellent manner. A key to this is clear communication. We will do our best to keep you well-informed; consequently, we ask that you assist us by providing necessary information and services in a timely manner.

The Mission of Day Camp:

"... to glorify the name of Jesus Christ by providing our churches with the critical elements (trained staff, appropriate curriculum, music, recreation, and a closing event) necessary for an excellent, camp-like experience at the host church for 1st through 6th graders."

Sample Schedule:

| | |
|-------|--|
| 9:00 | First Word (<i>Singing & Skit</i>) |
| 9:15 | All Camp Games |
| 9:45 | Snack (<i>provided by church</i>) |
| 10:00 | Chapel (<i>Singing & Brief Message</i>) |
| 10:45 | Small group Bible lesson |
| 11:30 | Craft |
| 12:00 | Lunch (<i>kids bring own lunch or church provides</i>) |
| 12:30 | Recreation |
| 1:15 | Service Project |
| 2:30 | Clean Up Time |
| 2:45 | Last Word (<i>Closing</i>) |
| 3:00 | Kids dismissed |

Big Sandy Camp Provides:

- Trained staff members (*Number of staff available will vary.*)
- Recreation
- Bible teaching
- Missions activity
- Music
- Crafts (*including all supplies*)
- Implementation of service project
- 45-minute Thursday evening closing program for children's families

(continued on back)

Your Church is responsible for the following:

At the Church

- Meeting space (*main meeting area and small group spaces*).
- Snack each day for children and camp staff.
- At least one adult on the premises in case of emergency.

For the Staff

- Housing, in pairs or threes, Sunday night through Wednesday night.
- Meals for camp staff from Sunday night through Thursday (*breakfast, sack lunch, and dinner*).

For the Day Camp Program

- Registration of all Day Campers (*forms will be provided*). Number of campers must be provided at two different times:
 1. **Attendance estimate** returned with this contract.
 2. **A final registration count one week** before the start of Day Camp.
- Publicity (*A poster and flyer ideas will be provided*).
- Additional Adult Counselors (*Big Sandy Camp is able to provide a specific number of staff members. IF the number of children exceeds a ratio of 1/10, the church will need to provide additional adult counselors. These adults will be responsible for spending each day with a small group of campers as their "camp counselor," leading them in Bible study and other activities. Adult counselors must attend the camp led training session and be at least 18 years old.*).
- Planning and arrangements for a **Service Project**, to be carried out by the Day Camp staff and campers. **Arrangements must be made at least one week prior to the start of Day Camp.** (*Possibilities for service projects include, but are not limited to, visiting a nursing home, cleaning up a city park, working around the church grounds, making care packages for shut-ins, etc.*).
- Fees:
 1. **\$8.00 per child, per day** (e.g. 30 children @ \$8.00 per day x 4 days = \$960.00). This amount is payable to Big Sandy Camp by Thursday afternoon of Day Camp. **A \$150 non-refundable deposit is due with the contract.** This deposit will be credited to the final bill. **There is a \$550 registration minimum for the week.**
 - **Cancellation policy** for Day Camp is as follows: If cancellation occurs **prior to or on March 1st**, the \$150 deposit is forfeited. If cancellation occurs **after March 1st**, church forfeits the \$150 deposit and is responsible for paying **50% of the estimated cost for the week** (e.g. estimated 30 children on contract @ \$8.00 per day x 4 days = \$960.00; 50% of \$960 = \$480.00 owed for cancellation in addition to the \$150 deposit).
 2. **Roundtrip mileage from camp at \$.35/mile payable to the staff driver.**
(*For Day Camps requiring 5 or more staff, two vehicles will be needed. The mileage fee will be adjusted to \$.30/mile for each driver. If host family homes are located more than 2 miles from the church, mileage will be charged to and from host homes. Know that due to rising gas prices, there is a possibility that mileage may increase, but that will depend on the cost of gas as we get closer to the summer.*)

When we receive your signed contract and the \$150.00 non-refundable deposit, we will sign it and mail a copy back to you. In March, we will be requesting additional publicity information from you, and then in April, you will receive a packet including **detailed information and materials for publicity and registration.**

Please sign and return the contract with the deposit on or before **January 20, 2009**. We look forward to hearing from you soon!

Sincerely,

Tate

Tate Watts, Program Director

Contact Information

Tate Watts

Program Director

218-426-3389 x11

tate@big sandycamp.com



2009 Day Camp Agreement Between

Big Sandy Camp and _____

The signing of this agreement by the two above parties signifies their agreement to the following:

1. Big Sandy Camp agrees to provide:
 - Trained staff members
 - Recreation
 - Bible teaching
 - Missions Activity
 - Music
 - Crafts (including all supplies)
 - Implementation of Service Project
 - 45-minute Thursday night closing program for children’s families

2. _____ agrees to provide: (See enclosed letter for details about the following.)
 - Meeting space
 - Snack each day for children and Day Camp staff
 - Publicity
 - Registration
 - Roundtrip mileage from camp at \$.35/mile payable to driver (*\$.30/mile for 2 or more vehicles*)
 - Housing and food for Day Camp staff
 - Additional counselors if the camper/staff ratio exceeds the number of staff available
 - Planning and arrangements for a Service Project
 - Registration fees payable to Big Sandy Camp
 - At least one adult at the church while children are present

3. The Day Camp will be held the following dates: _____

4. Estimated number of attending children: _____

5. Signatures:

_____ by _____ _____
 (church) (representative) (date)

Big Sandy Camp by _____ _____
 (representative) (date)

Mail agreement and \$150 non-refundable deposit to:
 Big Sandy Camp * 52511 185th Place * McGregor, MN 55760
Questions? Call or e-mail Tate at (218) 426-3389x11; tate@bigsandycamp.com

Please confirm your Day Camp Coordinator contact information: (Please print neatly)

Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

E-mail: _____ Cell: _____