



Youth Leader Information Packet

Welcome

Youth Leader

Twin Pines knows it is a challenge to offer a retreat for your youth group and not get distracted by managing details. All you want to do is spend time ministering with your students through relationship building. Twin Pines Camp wants to help you with this challenge. We do the planning and managing of the retreat, so you do not. We secure the speaker and worship music group, plan the activities, feed you, and support you in spending time with your students to minister to them.

Twin Pines is excited to offer three Winter Thaw weekends in 2020.

Winter Thaw-A January 17-19, 2020

Winter Thaw-B January 31-February 2, 2020

Winter Thaw-C February 14-16, 2020

The 2020 Winter Thaw theme is **Locked In: Becoming More Committed to Christ**. Teens often hear they are to be committed to Christ, yet what does that look like for a teenager? How can a teen be committed to Christ at school, work, extracurricular activities, family, etc.? After the weekend, your teens will be challenged in concrete ways to be Committed to Christ.

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What do Youth Leaders need to know?

Group Registration Form

- Download the registration form available online.
- Provide information that is requested about you as the youth leader.
- Provide information about each person who is attending Winter Thaw 2020
- Tally the financial columns to know what is due for the early payment and the final payment.
- Submit the registration form to the Twin Pines Camp office with your early payment.

Payment Schedule

Twin Pines accepts payment by cash, check, or credit card (Discover, Visa, MasterCard).

NEW! A different payment schedule is being instituted to manage the number of people attending each Winter Thaw.

1. Space Reservation Payment for your group – Three months before your Winter Thaw weekend, please make a space reservation payment. The payment format is:
 - 1-10 people \$100
 - 11-20 people \$200
 - 21+ people \$300

This will help Twin Pines manage the number of people attending Winter Thaw for certain weekends.

This amount is non-refundable. It is deductible from your final payment amount. The number of people you reserve space for locks you into the 2019 Winter Thaw rate of \$110. After this date, the rate is \$115. The Group Registration Form, or a listing of all who will attend Winter Thaw, is not required with this payment.

2. Early Payment – Six weeks before your Winter Thaw, the completed Group Registration Form needs to be submitted to the Twin Pines Office. At this time, a payment of \$25 per person is required. This amount is non-refundable but transferable to another person as a replacement to a person who later cannot attend. Also by this time, all who are registered will receive a free Winter Thaw t-shirt. After this date, if a person is added to your registration, and they want a t-shirt, the rate is \$9 per additional shirt. *Do not deduct* the Space Reservation Payment from this amount.
3. Final Payment – this payment is due the Friday of the Winter Thaw you are attending. The Space Reservation Payment is deducted at this time.



Registration Due Date Grid

	Winter Thaw-A	Winter Thaw-B	Winter Thaw-C
Space Reservation Due An amount to reserve a range of spaces for your group Secures rate of \$110/person After the date, the rate is \$115/person	October 17, 2019	October 31, 2019	November 14, 2019
Early Payment Due \$25 per person registered, receive a free t-shirt. After the date, t-shirt is \$9	December 6, 2019	December 20, 2019	January 3, 2020
Final Payment Due	January 17, 2020	January 31, 2020	February 14, 2020

CANCELLATION POLICY

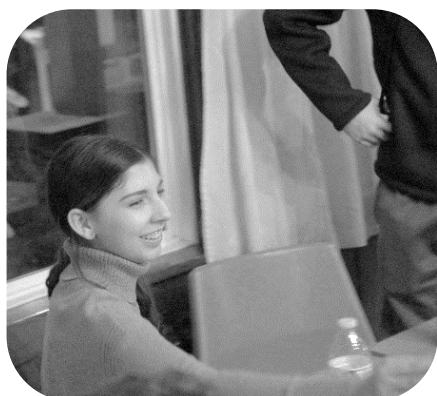
If the group cancels before 11 days of the Winter Thaw you plan to attend, there is no cancellation fee. However, 10 days or less from the Winter Thaw you plan to attend, a cancellation will be charged one-half the rate of the retreat.

If a person cancels before 11 days of the Winter Thaw your group plans to attend, there no cancellation fee assessed. However, a cancellation 10 days or less before the Winter Thaw you plan to attend, the group will be charged one-half the rate of the retreat. If there is a replacement person, a t-shirt size for that person may not be available.

T-shirts will not be given to groups who canceled. Additionally, t-shirts are to be returned to Twin Pines for the people who do not attend the retreat.

Cancellation Date Grid

	Winter Thaw-A	Winter Thaw-B	Winter Thaw-C
Up to 11 days prior No Fee Full Refund	January 6, 2020	January 20, 2020	February 3, 2020
10 days or less prior Fee is Assessed Half of the retreat rate	January 7, 2020	January 21, 2020	February 4, 2020



Medical Information

Twin Pines does not provide any medical personnel for Winter Thaw. Groups are responsible for their own First Aid/Medical care, as well as management of youth's medications.

Food Restrictions/Allergies

If any participant has food allergies and/or restrictions, please contact TWIN PINES at (570) 629-2411 and speak with the Assistant Director to ensure the person receives appropriate meals during the retreat. Twin Pines cannot guarantee that special foods are available without prior knowledge of restrictions or allergies.

Packing List

Your group will need to pack the following:

Bedding- sleeping bag	Pillow	Deodorant
Wash Cloth, Towel	Soap	Toothpaste
Comb/Brush	Toothbrush	Shampoo
Winter Clothing	Boots-weather depending	Spending Money
Bible	Pen/Pencil	Winter Coat

Advise your group to check the weather for Stroudsburg, PA 18360 to know how to pack appropriately for Winter Thaw.

Available Activities

During Free Time there are a variety of things that can be done at Twin Pines Camp. The list includes basketball, volleyball, noodle hockey, and more in the Gym; a GaGa Ball pit; a Snack Shop; Board Games; Hiking; Tubbing/Sledding (weather permitting); Fishing (weather permitting); Table Tennis; Video; and maybe some other surprises.

Youth Protection

Twin Pines Camp takes the protection of youth seriously. Twin Pines stringently follows Pennsylvania Laws about youth protection and background checks. Because of carrying genuinely for the protection of people, Twin Pines has two requirements of groups.

1 - Each group must provide their own adult chaperones (ages 18 and older). We require one adult for every 5-6 youth, per gender.

2 - ***NEW!*** We expect that groups submit a Leader Clearance Form. This form affirms that the local church has on file ALL paperwork required by your state for youth protection for any person *over 18 and out of high school*. On the form list all who are over 18 and out of high school. Signatures are signed from you, primary contact youth leader, as well as a person in leadership at the church (pastor, board/council member). This confirms that all necessary documents are on file at the local church.

The form is available below.





Leader Clearances Form

Twin Pines Camp seeks to be prudent in protecting children and youth. To do so, Twin Pines requires that churches fill out the information below acknowledging that the local church has on file your state's required documents to protect the youth and children of your church, for any person over 18 who are not in high school.

Church: _____

Address: _____

City: _____ State: _____ ZIP: _____

Church Phone: (_____) _____ Contact Person: Phone: (_____) _____

The people listed below are attending Winter Thaw 2020, are over 18 and not in high school, and the church has all applicable documents on file as required by the church's state laws.

_____	_____
_____	_____
_____	_____
_____	_____

We require two signatures confirming that all documents keeping with applicable state laws to protect children and youth are on file at your church. Signatures are required by a youth group leader and a church leader (pastor, board/council member).

The undersigned people acknowledge that the above church has on file all documents following applicable state laws to protect children and youth.

Group Leader's Printed Name

Church Leader's Printed Name

Group Leader's Signature

Church Leader's Signature

Signature Date

Signature Date

Thank you for helping Twin Pines Camp protect the children/youth of the church.
Submit to Twin Pines Camp at registration in the Snack Shop.

Sample Retreat Schedule

Below is a *sample* schedule for a Winter Thaw weekend.

START TIME	END TIME	EVENT/ACTIVITY	LOCATION
<u>Friday</u>			
6:00PM	8:00PM	CHECK-IN	SNACK SHOP
8:00PM	8:30PM	Settle In	
8:30PM	8:45PM	LEADER MEETING	DORNEY #2
		Youth Gather	GYM
8:45PM	9:30PM	WELCOME, SONGS OF WORSHIP, INTRO	DORNEY LOUNGE
9:45PM	10:15PM	SNACK	DINING ROOM
10:30PM	11:00PM	NIGHT ACTIVITY	GYMNASIUM
11:15PM	11:45PM	CABIN TIME	CABIN ROOMS
11:45PM	7:00AM	QUIET HOURS	
<u>Saturday</u>			
8:00AM	9:00AM	BREAKFAST	DINING ROOM
9:00AM	10:15AM	SESSION #1	DORNEY LOUNGE
10:15AM	10:45AM	HUD'NECT I*	BREAKOUT LOCATIONS
11:00AM	12:00PM	MOVIE TRAILER	DORNEY LOUNGE
12:00PM	1:00PM	LUNCH	DINING ROOM
1:00PM	2:15PM	SESSION #2	DORNEY LOUNGE
2:15PM	2:45PM	HUD'NECT II*	BREAKOUT LOCATIONS
2:45PM	4:45PM	AFTERNOON FREE TIME & ACTIVITIES	
		Scavenger Hunt	Snack Shop
2:45	4:45	Snack Shop	Snack Shop
		Board Games/Big Porch Games	Main Lodge Lounge
2:45	3:45	Open Gym	Gym
		Hike	Main Lodge Porch
3:00	4:00	Gift Shop	Gift Shop
3:45	4:45	Bombardment	Gym
5:00PM	6:00PM	SUPPER	DINING ROOM
6:00PM	7:00PM	ACTIVITY	DORNEY LOUNGE
7:00PM	8:15PM	SESSION III	DORNEY LOUNGE
8:15PM	8:45PM	HUD'NECT III*	BREAKOUT LOCATIONS
8:45PM	10:00PM	EVENING FREE TIME & ACTIVITIES	
		Snack Shop	Snack Shop
		Volley Ball/Knock Out	Gym
		Comedy Video	Dorney Lounge
		Board Games/Big Porch Games	Main Lodge Lounge
10:00PM	10:45PM	Movie Trailer Showdown	DORNEY LOUNGE
10:45PM	11:00PM	CABIN TIME	CABIN ROOMS
11:00PM	7:00AM	QUIET HOURS	
<u>SUNDAY</u>			
8:00AM	9:00AM	BREAKFAST	DINING ROOM
9:00AM	10:15AM	ACTIVITY ROTATIONS	GYM
10:15AM	11:30AM	SESSION IV	DORNEY LOUNGE
11:30AM	12:00PM	ABSORB & REFLECT	BREAKOUT LOCATIONS
12:00PM	---	LUNCH	DINING ROOM

*Hud'nect = times for your group to 'huddle' and 'connect' together as you share what God is doing in you and your group's lives.

Some Weekend Guidelines

QUIET HOURS

Quiet hours are from 11:00pm – 7:00am. Please keep noise to a minimum during this time when outside or in your room.

CELL PHONES & ELECTRONICS

Twin Pines Camp policy on cell phones and electronic devices is that they should not be used around the main camp area (in public view). We believe that they tend to be a distraction from the retreat experience. With that said, we understand that adult leaders may need them for various reasons (i.e., safety, keeping in touch with parents, work, and so on). If the need arises, please try your best to use them away from public view. It is up to you, as a leader, to decide if your teens can use their devices in their rooms.

MEALS

Please arrive for each meal on time. This will help ensure that meal times run as smoothly as possible and the meals stay warm. We will serve seconds after everyone has had the opportunity for firsts and if there is food available.

SLEDDING

Sledding is available on the hill in front of Lookout lodge (behind the Twin Pines sign). Please do not let your teens sled anywhere else on camp. Twin Pines has a few tubes, which you can find on the Main Lodge porch. Please return the tubes to the porch when done tubing.

POND

Unfortunately, the pond is not available for skating. Please do not allow your teens to go out onto the pond for any reason. As a rule, no one under the age of 18 should be by the pond area without adult supervision.

HIKING

You can receive a map of Twin Pines Camp trails and paths in the camp office. No one under the age of 18 is to hike without adult supervision.

BE AWARE

We understand that it is not possible for your teens to be in the presence of an adult leader all the time. However, please do your best to make sure you know where each of your teens are at all times throughout the weekend.

TIMING

We ask for your help to stay on schedule by ensuring your teens arrives for sessions and activities on time.

MEAL TIME PRAYERS

As it is difficult to gather everyone together to pray before meals, we suggest you pray with your group at the activity before the meal, gather your group together before going in for the meals, pray at the tables, or remind your group to pray by themselves before the meals.

IMPORTANT REMINDER:

Respect People • Protect Property • Project Safety

Map of Twin Pines Camp

Twin Pines Camp, Conference & Retreat Center

