



Children's  
Leader  
Information  
Packet

# Welcome

## Children's Leader

Twin Pines Camp offers a retreat weekend for children to be impacted spiritually just as youth are. A weekend where you do not have to do the planning or managing of details, but allow you to spend time ministering with your children through relationship building.

The 2020 Spring Fling theme is **A 'Root'n Toot'n' Weekend**. During the weekend Biblical Outlaw Characters will be corralled!

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# What do Children's Leaders need to know?

## Group Registration Form

- Download the registration form available online.
- Provide information that is requested about you as the children's leader.
- Provide information about each person who is attending Spring Fling 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).

1. Early Payment –By April 6, 2020, 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 April 7, 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.
2. Final Payment – this payment is due the Friday of the Spring Fling. The Early Payment is deducted from this amount.

## CANCELLATION POLICY

If the group cancels before 11 days of Spring Fling, there is no cancellation fee. However, 10 days or less from Spring Fling, a cancellation will be charged one-half the rate of the retreat.

If a person cancels before 11 days of Spring Fling, there is no cancellation fee assessed. However, a cancellation 10 days or less before Spring Fling, the group will be charged one-half the rate of the retreat. If there is a person to replace him or her, 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.

## Medical Information

Twin Pines does not provide any medical personnel for Spring Fling. 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	Pen/Pencil	Spending Money
Bible		Sweater/Pullover

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

## 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; Fishing (weather permitting); Table Tennis; and maybe some other surprises.

## Child Protection

Twin Pines Camp takes the protection of children seriously. Twin Pines stringently follows Pennsylvania Laws about child 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 child, 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 children's 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.





**TWIN  
PINES**  
CAMP, CONFERENCE  
& RETREAT CENTER  
www.twinpines.org

# *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 Spring Fling 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 Spring Fling weekend.

### *Friday, April 24th*

7:45pm – Leader Meeting  
8:00pm – Snack  
8:45pm – Introduction  
9:15pm – Praise & Worship  
Songs  
9:30pm – Session 1  
10:00pm – Cabin  
Gathering  
10:30pm – Lights Out

### *Saturday, April 25th*

8:00am – Breakfast  
9:00am – Praise &  
Worship Songs  
9:15am – Session 2  
10:30am – Craft / Game  
12:00pm – Lunch  
1:00pm – Session 3  
2:00pm – Free Time

4:00pm – Memory Verse  
Activity  
5:00pm – Dinner  
6:00pm – Coat of Arms  
7:00pm - Game  
7:45pm – Praise & Worship  
Songs  
8:15pm – Session 4  
9:15pm – Campfire  
10:00pm – Cabin Gathering  
10:45pm – Lights Out

### *Sunday, April 26th*

8:15am – Breakfast  
9:00am – Praise & Worship  
Songs  
9:15am – Session 5  
11:00am – Wrap-up (group time)  
12:00pm – Lunch  
1:00pm – Head home



## **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.

### **Pond**

Please do not allow your children to go to 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 children 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 children 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

