Kid's Pastor/Leader,

I am so excited for Kids Camp 2023! Each year Brittni and I get to host our Kid's and Youth camps, we are blown away by all the things God does. I am believing that this year we are going to experience even MORE of His Spirit, His love, and His life changing power. I want to encourage you to get your students ready and anticipating what God wants to do in their lives.

In 2020 God spoke a single vision to my heart, to see the youth and children's ministries of New Mexico UNITE under the banner of Jesus Christ. We are continuing this vision of UNITE every year. My hope is to show students that Jesus is the answer to every problem we face and that we do not do this alone, but TOGETHER!

In this packet you will find information about our 2023 UNITE CAMPS. Take a few minutes to look over the information, consider the opportunities camp will offer your students, and create a plan to ensure maximum participation.

As you plan to bring students to camp, I encourage you to also be strategic about pre-camp and post-camp plans. For many, camp is life altering, but what you do to disciple your students beyond camp will determine its lasting impact. If you would like help creating a strategy, let me know.

All of the information in this packet can also be accessed online at www.NewMexicoStudentMinistries.com. Please duplicate the information and forms as needed.

The most common questions about our camps are answered in the first few pages of this packet. If you have questions or need help with anything related to camp, don't hesitate to contact me.

Austin Poper
Next Generations Pastor
NM Ministry Network

INFORMATION - CAMP 2023

Camp Dates	Camper, Counselor & CIT Cost Per Camp			Final Registration Deadline	Guest Speaker
	Until April 17	Until May 8	After May 8		
Kids Camp 1: May 31-June 3	$180	$190	$210	**May 24**	**David Alexieff**
Kids Camp 2: June 4-7	$180	$190	$210	**May 28**	**David Alexieff**
Kids Camp 3: June 7-10	$180	$190	$210	**May 31**	**David Alexieff**
Youth Camp 1: June 12-16	$215	$225	$245	**June 5**	**Micah Mac**
Youth Camp 2: June 19-23	$215	$225	$245	**June 12**	**Ty Buckingham**
Youth Camp 3: June 26-30	$215	$225	$245	**June 19**	**Austin Westlake**
This year we are not providing T-Shirts. There will be T-shirts available for purchase at online registration and at camp.					

Camper Age restrictions:

Youth Camp: Going into 6-12 grades or ages 12-18
Kids Camp: Going into 2-6 grades or ages 7-12

Location

Cook Canyon Ranch, Ruidoso, NM - A map can be downloaded at www.NewMexicoStudentMinistries.com.

Onsite Check-in

2:30-4:30PM PLEASE DO NOT SHOW UP EARLY

Dismissal

11:00AM

Camp Resources

Artwork, Promotional Pieces, Promotional Video, Info and Rules, and Camp Policy Manual are all available at www.NewMexicoStudentMinistries.com

COUNSELORS AND CREW

All churches MUST provide counselors proportionate to the number of students they bring. Online application must be submitted asap and no later than 14 days before the first day of camp. Applications submitted late may result in non-acceptance and limitation on the number of campers allowed to attend.
See Policy Manual for additional information.

Counselor

For every 1-9 male campers, each church must provide 1 male counselor.
For every 1-9 female campers, each church must provide 1 female counselor.
Campers will not be allowed to attend without adequate counselors.
Camp Counselors are directly responsible for the care and oversight of the campers at all times during camp. Counselors should be trustworthy, of good character, patient, mature christians, team players and **19 years or older**. Counselors must understand that they are coming to serve all campers, not just those that belong to their church.

Counselor In Training (CIT) *KIDS CAMP ONLY

The role of CIT exists to provide support to Counselors and an opportunity for those 16-18 years old to gain experience to better serve camps as a future Counselor. The CIT will assist the Counselor(s) provided by their church but will not be left unsupervised by the Counselor at any time. A CIT cannot attend camp without a counselor of the same gender.

REC CREW

A strong volunteer group of REC CREW are critical to a successful camp. Housing, meals and a camp t-shirt are provided at no cost. REC CREW will serve in a variety of capacities that may include; recreation activities, dining hall, concession stand, meeting room preparation, cleaning, etc. CREW are not directly responsible for campers but are expected to assist counselors when needed.

REC CREW must be **16 years or older**

REC CREW will have a separate registration found at newmexicostudentministires.com under Youth and Kids camp. (Both links will go to the same registration page)

Medical CREW

Medical CREW should be RN or EMT certified/licensed. Medical CREW are expected to maintain oversight of the medic station, be available as a resource person and advisor in all medical situations and injuries, oversee and dispense camper medications, record treatments given, accompany campers to the emergency room, etc. A team of 1-2 Medical CREW is needed for each week of camp.

Please promote this need to your churches and look for individuals that may serve as Medical CREW. Our camps are completely dependent upon volunteers and qualified medical CREW are critical to each camp.

REGISTRATION PROCESS

STEP 1

Request to attend a camp by filling out and sending the "GROUP LEADER AUTHORIZATION & GROUP RESERVATION" form by the options listed below. I encourage you to do this ASAP, we will fill up quickly. WE WILL CAP EACH CAMP AT 280-300 TO ENSURE ENOUGH SPACE FOR EVERYONE. Your Camp week of choice is not approved for you to begin registration until you have received a confirmation email confirming that your group is ready to register. If your Camp of choice is not available, you will be given the option to select a different Camp.

Form Submission Options:

- Send as email attachment to apoper@nmministry.net (This is the quickest way to ensure you get the camp week you are hoping to attend)
- Mail to: Camp 2023, 6640 Caminito Coors NW, Albuquerque, NM 87120
- **Please do not text the form.**

STEP 2

Once you receive an email confirming your group's reservation, you will need to begin directing parents, Counselor applicants, and CREW applicants to NewMexicoStudentMinistries.com to complete individual online registrations. If you prefer to drive people to your own church website, you may embed a link on your site to the camp registration page.

TIPS

DON'T: Begin promoting the specific week of camp until you have been approved for your requested week and number of spaces.
DO: Begin general camp promotion now! The more notice you can give families to plan financially, the more they will be prepared.

STEP 3

Manage Your Group. You will be provided with a link to view your group's live registration report at any time. If registrations need to be adjusted or deleted, you can email apoper@nmministry.net to request changes.

DEPOSIT REQUIRED: We have made deposits $20 per student and it is all payable through Formstack (online registration) as they register with a debit or credit card. This $20 amount is non refundable and you will not be able to transfer that amount to another student if the current student drops out of camp.

Fees:

- The remaining registration fees, should be collected by the Group Leader/Church, this year you have **two** options to pay final amount.
  - First: Submit as a single check on the first day of your camp for you group (this is the best for us and cheapest option for your church and students)
  - Second: We are allowing churches to pay the final camp total by card through the NMMINISTRY.NET Secure Give, to do this you **MUST PAY TRANSACTION FEES** (if you do not do this I will contact you to pay this amount) this is a convenience fee if you would like to pay for your group online.
    - In order to do this you will go to NMMINISTRY.NET and click GIVE. Once you do that you will click on PURCHASE, then CAMP REG: FEE REQUIRED (Click box @ checkout). Once you have put in your information and amount you will be directed to the final page WHERE YOU MUST CLICK "HELP OFFSET TRANSACTION FEES". If you have any questions on this please contact me.

GROUP LEADER AUTHORIZATION & GROUP RESERVATION

USE ONE FORM PER CAMP

Event: Summer Camp 2023

THIS FORM IS TO ENSURE THE PERSON INTENDING TO SERVE AS THE GROUP LEADER FOR THEIR CHURCH HAS BEEN APPROVED BY THE LEAD PASTOR OF THAT CHURCH. THE PURPOSE OF THE GROUP LEADER IS TO IDENTIFY ONE PERSON THAT WILL SERVE AS THE PRIMARY CONTACT AND PERSON RESPONSIBLE FOR INFORMATION AND COMMUNICATION ON BEHALF OF EACH CHURCH FOR THE EVENT. REGISTRATION FOR ANY EVENT WILL NOT BE AVAILABLE UNLESS THE GROUP LEADER AND RESERVATION REQUEST HAS BEEN APPROVED.

MAIL: NMSM, 6640 CAMINITO COORS NW, ALBUQUERQUE, NM 87120
OR
EMAIL: APOPER@NMMINISTRY.NET

GROUP LEADER INFORMATION

CHURCH NAME: _____

CHURCH CITY: _____

LEADER NAME: _____
(FIRST, LAST)

GENDER: MALE FEMALE
(CIRCLE)

PHONE: _____

EMAIL: _____

RESERVATION

 # OF SPACES YOU FORSEE NEEDING _____
(This includes both leaders and students.)

Male_____
Female_____

SELECT ONE CAMP

- ☐ Kids Camp 1: May 31-June 3
- ☐ Kids Camp 2: June 4-7
- ☐ Kids Camp 3: June 7-10
- ☐ Youth Camp 1: June 12-16
- ☐ Youth Camp 2: June 19-23
- ☐ Youth Camp 3: June 26-30

LEAD PASTOR AUTHORIZATION

AS THE LEAD PASTOR OF THE ABOVE LISTED CHURCH, I AUTHORIZE THIS GROUP LEADER APPLICANT TO SERVE AS THE GROUP LEADER AND RECEIVE ALL REGISTRATION INFORMATION PERTAINING TO REGISTRANTS ATTENDING WITH MY CHURCH.

_____
(PRINT NAME)

_____ _____
(SIGNATURE) **(PHONE)**

GROUP LEADER AGREEMENT

AS THE ASSIGNED GROUP LEADER, I WILL TREAT ALL REGISTRANT INFORMATION PROFESSIONALLY AND WILL USE THAT INFORMATION FOR THE SOLE PURPOSE OF THE INTENDED EVENT. I ACKNOWLEDGE THAT IN RECEIVING THE REGISTRANT INFORMATION I AM RESPONSIBLE TO PROTECT THE PRIVACY OF THE REGISTRANTS HEALTH HISTORY AND OTHER PERSONAL DETAILS.

_____
(PRINT NAME)

_____
(SIGNATURE)

ONCE THE COMPLETED FORM HAS BEEN RECEIVED, THE GROUP LEADER WILL RECEIVE AN ACCEPTANCE EMAIL FROM APOPER@NMMINISTRY.NET INDICATING THAT YOUR GROUP IS READY TO CONTINUE WITH THE REGISTRATION PROCESS. INCLUDED IN THAT EMAIL WILL BE A LINK TO SEE WHO FROM YOUR GROUP HAS REGISTERED. ACCEPTANCE MAY TAKE UP TO 10 DAYS.

BACKGROUND CHECK AND REFERENCE AFFIDAVIT

TO BE COMPLETED FOR EACH CHURCH PARTICIPATING IN NEW MEXICO MINISTRY NETWORK EVENTS WHERE PARTICIPANTS WILL WORK WITH MINORS

ORIGINAL COPY IS TO BE COMPLETED AND MAILED TO:
NEW MEXICO MINISTRY NETWORK, 6640 CAMINITO COORS NW, ALBUQUERQUE, NM 87120

The undersigned group warrants that any and all participants working with minors at New Mexico Ministry Network events have completed a background check, including a National Criminal Search and a National Sex Offender Search. The undersigned further warrants it has verified the references for each participant and confirmed each participant has the suitability to work with and around minors. The undersigned further warrants that they are aware of no information that would suggest that any of said participants pose a risk of harm to minors.

The undersigned hereby agrees to defend, indemnify and hold the New Mexico Ministry Network, its parents, directors, officers, affiliates, employees, volunteers and agents (collectively referred to as "NMMN") harmless from all obligations, bodily injury, property damages, other damages, losses, attorney's fees, defense costs, demands, fines, investigations, assessments, actions, liabilities, claims, cross-actions, third-party actions, causes of action, of any kind or nature whatsoever, (collectively "claims"), that may be asserted by anyone and that has any relation to the event. It is the express intention of the undersigned to defend, indemnify and hold harmless NMMN from all claims arising out of, or resulting from, or in any manner relating to the event by any persons who may make such claim.

The undersigned further warrants that it carries general liability and sexual misconduct coverage in amounts sufficient to cover the risks and exposures resulting from its operation of and use of NMMN's facilities or events. Specifically, the undersigned warrants that it carries general liability insurance in the amount of not less than one million dollars ($1,000,000) per occurrence, one million dollars ($1,000,000) aggregate, and sexual misconduct coverage of not less than three hundred thousand dollars ($300,000). The undersigned further agrees to have the NMMN named as an additional insured on the undersigned's insurance policies, and, prior to the event, shall provide a certificate of insurance of the same to the NMMN.

CHURCH GROUP

_____
DATE

_____
CHURCH NAME, CITY

_____
SENIOR PASTOR SIGNATURE

_____
PRINTED NAME

OFFICE USE

NM MINISTRY NETWORK

_____
NMMN REPRESENTATIVE SIGNATURE

_____
PRINTED NAME

_____
TITLE

ORIGINAL COPY IS TO BE COMPLETED AND MAILED TO:
NEW MEXICO MINISTRY NETWORK, 6640 CAMINITO COORS NW, ALBUQUERQUE, NM 87120

GROUP HEALTH CHECK FORM - (ONE FORM PER GROUP TO BE COMPLETED BY COORDINATOR)

It is important that sick campers are not brought to camp. In order to avoid the spread of sickness while at camp, please screen each camper, counselor and CREW on the day of camp prior to traveling to camp. **If a camper is sick and may be contagious, please do not bring him/her to camp**. Participants should be fever free for 48 hours before coming to camp.

Head lice has the potential to spread quickly in an environment such as camp where campers are sharing a dorm/lodge facility. Please screen each camper, counselor and CREW for head lice before traveling to camp. Anyone found to have head lice must be free of lice before they will be allowed at camp.

Some basic information about head lice has been provided to help you in the process of screening.

•Symptoms of head lice include frequent head-scratching and/or the sudden appearance of dandruff-like white flecks in the hair.
•Be sure there is adequate lighting when checking your child's head for lice. A brightly lit bathroom or a flashlight will help you spot any lice or eggs.
•Begin at the nape (bottom) of the neck and work your way up. Lice and eggs can be anywhere on the head but they do prefer warmer places to hide. The lower hairline is a good place to start.
•Using either your fingers or a tail comb, slowly part the hair down the middle, from the crown to the nape of the neck.
•Check the part for eggs on the hair shaft (small white specks attached to the hair shaft) or adult lice. The eggs will be well attached and should only be able to be removed by scraping off the hair with your finger nail.
•Once the first section is checked, part the hair either to the left or right of your original part in very small sections. Check this new parting for eggs and adult lice.
•Repeat this process throughout the entire back of the head, paying extra attention to the warmer spots at the nape, hairline and close to the ears.
•When the entire back portion of the head is complete, part your child's hair from the crown to the front hairline and repeat the process for the front of the hair.

Treatment:
•Remove your child's clothing that they are wearing and all bedding on your child's bed. Wash immediately or your child will risk another exposure. All materials such as jackets, hats, scarves, pillow or blanket that your child may have come in contact with will be infested and must be washed.
•Wash your hands thoroughly once the clothes are in the washer.
Go to the drug store and purchase a lice shampoo. Follow the directions given with the product.
•If you have other children in the house check them for lice as well. If you suspect you may be infected have someone check you or use the lice shampoo just to be safe.
•Be persistent. The treatment may have to be repeated before the lice or eggs are completely killed.

Once those attending camp with your group have been screened to ensure that they are free from contagious sickness and head lice to the best of your knowledge, complete this form. This form is required at check-in.

Church:_____ City:_____

Group Leader Name:_____

MEDICATION FORM - This form is provided as an optional tool to assist group leaders in managing the medications for their group members. Make copies for your group participants as needed.

Instructions:

1. Place Medications (in original containers and clearly labeled) in a zip lock bag.
2. Write the campers name on the ziplock bag with a permanent marker.
3. Complete and attach this form for designated church counselor to use in administering medications.

Participant Last Name:_____ Participant First Name:_____

Church Name:_____ City:_____

As parent/guardian or participant of 18 years or older, I give permission for the counselor designated to manage medications by the church I or my minor child is attending camp as a part of, to administer the medications as instructed on this form.

Name: _____ Signature: _____ Date: ____/____/_____

Parent/Guardian/Participant 18yrs or older Parent/Guardian/Participant 18yrs or older

Prescription/ Name of Medication	Dosage	# Times / Taken	Time of Day to Administer

Use this section to track medications administered.
(Medication Name, Dosage, Time of Day, Initials)

Day 1	Day 2	Day 3	Day 4	Day 5

2023 CAMPER INFORMATION & RULES

Camp Rules:

- Respect for others must be shown at all times.
- No one is to leave the grounds before camp is dismissed without written approval of parent/guardian or verbal approval of parent/guardian directly to the Camp Director. Identification required.
- There will be no visitors during each scheduled camp session.
- Campers must attend all scheduled activities.
- Clothing with alcohol, tobacco, satanic, sexual slogans or images, or gang related clothing is not permitted.
- Shorts must be no shorter than mid-thigh.
- Shirts with a strap less than 2in wide, plunging neck line, or shirts that allow the belly or undergarments to be exposed are not permitted.
- No fireworks, matches, lighters, firearms, tobacco, alcohol, drugs, drug paraphernalia, or pets allowed on grounds.
- Room and grounds must be kept clean and left clean at the end of camp.
- Campers are responsible to pay for any damages they cause to facilities.
- Use of cell phones is not permitted. Cell phones seen being used will be confiscated until the conclusion of camp. Cell phones may be used as alarm clocks only.
- Violations of camp rules may result in the contact of a parent/guardian with the possibility of the camper being sent home and forfeiting their camp fee. Expense of transporting expelled campers home will be borne by the parent/guardian.
- Campers are not permitted in or near the sleeping facilities of the opposite sex.
- Campers are not allowed in sleeping facilities without their counselor.
- Campers may not sleep in any room other than the one they have been assigned to.
- Campers must sleep in their own bed.
- Campers must not use the Counselor Bathrooms.

Sick Campers: Please do not send a sick child to camp.
Your Church Camp Coordinator has been instructed to survey each camper prior to transporting them to camp. If brought to camp, sick campers will not be permitted to stay which may create transportation issues. **Campers should be fever free for 48 hours prior to attending camp.**
Campers that get sick at camp will receive care by the camp medical CREW and the campers parents will be notified. If the sickness is severe or contagious the campers parent/guardian will be contacted and will be asked to pick up the camper.

Lost Items: The New Mexico Ministry Network will attempt to return lost items to their owner. The New Mexico Ministry Network is not responsible for items left behind, lost or stolen.

Medications: Each church is responsible to have in place a system for managing their groups medications. See your Group Leader for instructions. Medication Forms have been made available to assist the Group Leader in managing medications. Locking medication bags will be made available for group use at camp.

Bank: It is recommended that money be given to your church camp coordinator to be held for your child if your child is in need of help managing his/her money. See your church camp coordinator for instructions.

WHAT TO BRING:	☐ JACKET	☐ LOTION	☐ UMBRELLA
☐ MODEST ATTIRE	☐ FLASHLIGHT	☐ CHAP-STICK	☐ SNACKS &
☐ SLEEPING BAG	☐ SHOES FOR	☐ TOOTHPASTE	SOUVENIR $
☐ PILLOW	WATER GAMES	☐ SUNSCREEN	☐ CAMERA
☐ RECREATIONAL	☐ LAUNDRY BAG	☐ BIBLE	
CLOTHING	☐ SOAP	☐ NOTEBOOK	
☐ TOWEL	☐ SHAMPOO	☐ PEN	

Cook Canyon Ranch is located in Lincoln National Forest , Just 4.2 miles from the main highway in Ruidoso, NM . Telephone communication is limited. In case of emergency please call Austin Poper (Camp Director) @ 936.718.8353, Brady Darling (Ranch Manager) @ 469.337.7794 or 575.937.7145 or NM Ministry Network @ 505.899.5399.

Cook Canyon Food Service Department
MEAL ACCOMMODATION REQUEST

SPECIAL DIETARY ACCOMODATIONS

Our goal is to provide quality meals for our guests. While we cannot satisfy everyone's food preferences, we do make every attempt to accommodate special dietary needs for those individuals who have been **medically diagnosed** with food allergies, food intolerance or food sensitivity conditions. Guests with these documented dietary needs should inform the Cook Canyon Food Services Manager **2 weeks** prior to the event by submitting this completed form with Dr. recommendations, school 504 plan, etc. to **cookcanyon@nmministry.net**. If you have further questions please call **(575) 937-2062**.

VEGETARIAN AND/OR VEGAN DIETARY NEEDS

For those who favor the vegetarian or vegan diet we have a menu that should help meet the needs of those individuals. The following is generally available:

- Cereal & Oatmeal at breakfast.
- Fresh Fruit, Salad and cooked vegetables at lunch and dinner.
- A meat substitute may be offered if available.

Please note: Prepared food items are not guaranteed to be meat-free.

MEAL ACCOMMODATIONS DISCLAIMER

Our food production staff identifies ingredients that may cause allergic reactions for those with food allergies and every effort is made to instruct our food production staff on the severity of food allergies. However, there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Furthermore, Cook Canyon does not assume any liability for adverse reactions to foods consumed or items one may come in contact with while at Cook Canyon.

PLEASE FILL OUT IN READABLE MANNER:

☐ Adult ☐ Minor

Name of Person needing accommodation

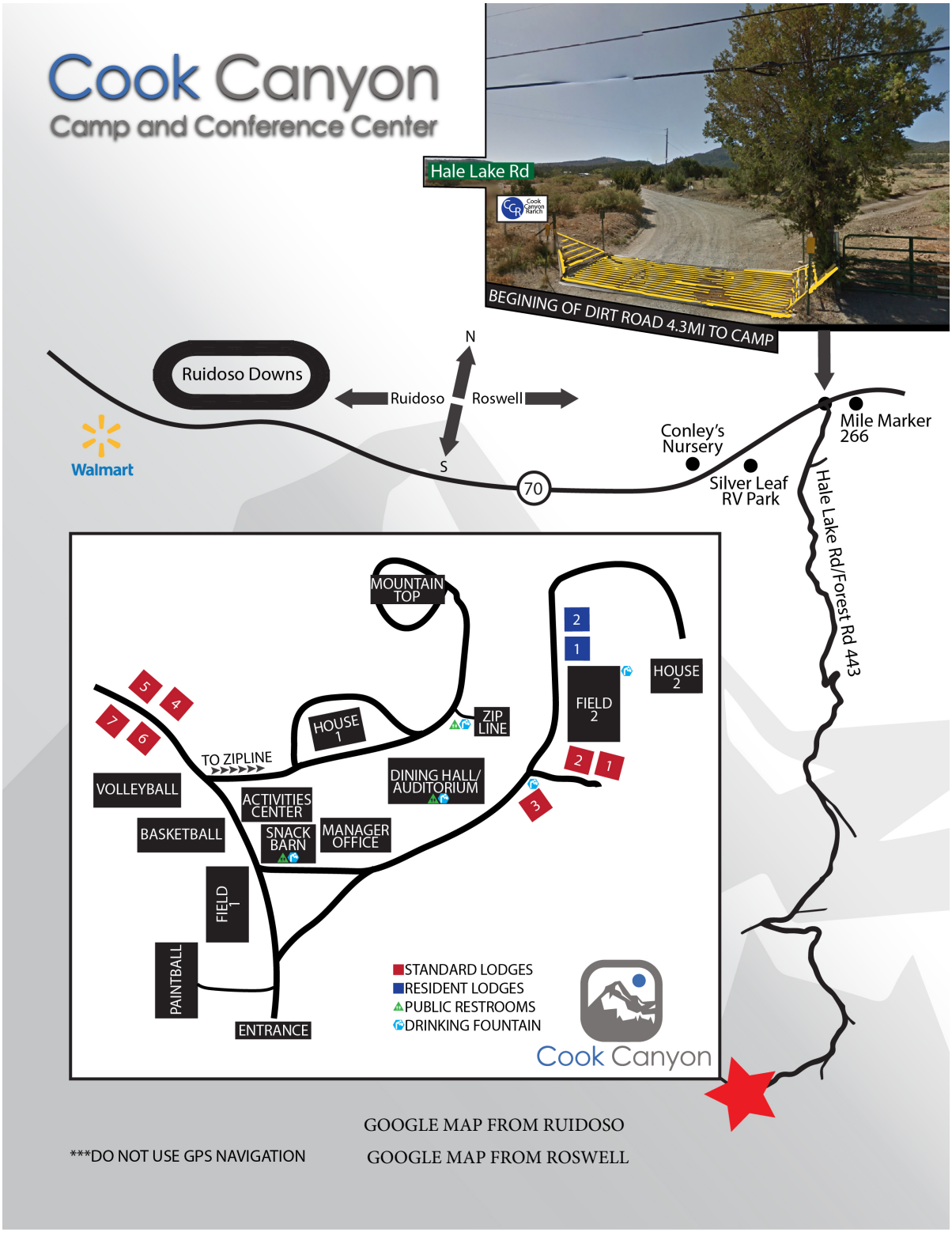
Event Attending **Event Dates**

Email Address **Phone #1** **Phone #2**

Mailing Address

Signature **(Circle if: parent or guardian of minor child)** **Date Signed**

Accommodations Requested:

CHECK IN PROCESS

When you arrive at Cook Canyon Campground you will be greeted at the gate by a helper. They will let you know where your groups (guys and girls) will be staying. Go and drop your students and leaders off at those locations and then send your main leader to the CAFETERIA where they will finalize all registration. Please bring a check to pay the full amount still owed as well as a list of all students that are with you at the camp. We hope to make this a quick and easy process for you!