



Tennessee Assemblies of God Ministry Network Event Coordinator Check List & Important Information

1. Before the Event Consent Forms are handed to parents:

- ☐ Fill in your church name and city

before making copies of the Consent Form. Set a deadline for parents to return Registration Forms and Payment. Please remember that payments are non-refundable, however you may transfer to another student coming to the event.

AGE REQUIREMENTS:

For Sleepover, students must be 6 to 13 yrs.* of age –OR– entering 1st grade through 8th grade* in the fall of the current year. Please note, the grade requirement is based on enrollment in a PUBLIC SCHOOL system & does not apply to home school students. Due to the academic speed of home school systems, please adhere to the age requirement when registering home schooled students for event. If you have any questions, feel free to contact our office. *(*If the student is 12 yrs. old **AND** entering the 6th grade this Fall, they have the option of attending Sleepover and/or Teen Girl Retreat. **If a student is 5 yrs. old (Daisy/Kindergarten) and would like to attend, they must be accompanied by their mother as a registered volunteer.)*

For Teen Girl Retreat, students must be 12 to 18 yrs.** of age –OR– entering 6th grade* through 12th grade in the fall of the current year. Please note, the grade requirement is based on enrollment in a PUBLIC SCHOOL system & does not apply to home school students. Due to the academic speed of home school systems, please adhere to the age requirement when registering home schooled students for event. If you have any questions, feel free to contact our office. *(*If the student is 12 yrs. old **AND** entering the 6th grade this Fall, they have the option of attending Sleepover and/or Teen Girl Retreat. **If the student is 18 yrs. old and has graduated from high school in the spring prior to summer camps, they MUST come to Teen Girl Retreat as a "student" and NOT as a volunteer assistant or group chaperone.)*

- ☐ Copy Consent Forms and the Parent Information Pages as needed for your group.
- ☐ Distribute both to parents. *It is very important that they receive both. Parents should keep the information page of the application.*
- ☐ Work with your pastor to make a special effort to recruit workers from your church to come with your students to event. We not only need volunteers to fill the many jobs at the event, but it is very important that someone from the church know if a student was saved or filled with the Holy Spirit so that follow-up and encouragement can be given once camp is over.
*NOTE: Required Ratio of Students to Workers is 1 to 8. For example: for every 8 students, you can bring 1 volunteer staff person. If you are unable to find enough volunteer staff persons to accommodate your entire group, you will still be allowed to attend. However, we would like for you to bring at least a minimum of 1 volunteer staff person for your group.

2. Events are filled on a “first come, first served” basis.

- ☐ REGISTER & PAY ONLINE EARLY.

3. When the Event Consent Forms are turned in to you:

- ☐ Make sure the parent's check is addressed to the church. You should submit only 1 church check to the district office—or best... pay online.
- ☐ Look over the consent forms to see if the following is filled out correctly and is readable:
 - _____ Both sides are filled out completely.
 - _____ Age is listed.
 - _____ Insurance information is completed
 - _____ Emergency contact name & numbers are listed
 - _____ **Parent's signature**
 - _____ Students are attending the age-appropriate camp
- ☐ Register online for your group total (if not already completed)
- ☐ Mail (fax or email) all consent forms to:

TN Girls Ministries, 383 East Main Street, Suite #110, Hendersonville, TN 37075
Fax: (615) 265-8527 Email: jwinfree@tnaog.org

Remember: All payments and consent forms are due 30days before the event.

4. Before Event:

- ☐ You will be emailed a summary sheet showing all registered for event. Look over this report to check for any mistakes we may have made.
- ☐ Fax or email any corrections as quickly as possible. All corrections must be received in writing. Email: jwinfree@tnaog.org Fax# 615-265-8527
- ☐ Do a head check for lice. Students with evidence of lice will not be permitted.

5. First Day of Event:

- ☐ Assign one adult to register the students at event. This person will need one church check to pay for any balances due for your students.
- ☐ Any student that has not previously registered at least 48 working hours in advance of event check-in will need to be approved by the network office as an on-site registration. If an on-site registration is approved, they must bring a completed and signed Registration Form to event and submit it at registration check-in. If a registration form is brought to event without the proper signatures, they WILL NOT be allowed to stay. On-site registrations are by network office permission only and based upon space availability. ***Please contact the Girls Ministries Department to be sure space is available before bringing anyone extra to event.***
- ☐ Collect all medications to be turned in to event registration upon arrival. All medications must be prescribed in the camper's name and in its original container.
- ☐ Merchandise and concessions will be available at event. We accept Cash and Debit/Credit Cards.

Important Information To Share With Parents

EVENT CONTACT INFO Jackson Conference Center, 2601 Greer Road, Goodlettsville, TN 37072
Camp Office Phone: (615) 855-2391, Camp Kitchen Phone: (615) 859-5433, www.tngirlsministries.org

ON-SITE INFORMATION

Due to the size of our events and limited space, **ON-SITE REGISTRATION FOR STUDENTS MUST BE APPROVED BY THE NETWORK OFFICE.** Any person that has not previously registered at least 48 working hours in advance of event check-in will need to be approved by the network office as an on-site registration. If a person has been approved to register on-site, it is imperative that they bring the registration form completed and signed by the parent/legal guardian. The student **will not** be allowed to stay if the registration form is incomplete. On-site registrations are approved based on availability. If any person comes to event to register on-site without having been approved by the network office, they **will not** be permitted to stay and will be sent home.

REGISTRATION INFORMATION — VOLUNTEER STAFF (ADULTS)

The Volunteer Staff form must be filled out completely and submitted with a copy of the national, criminal background check for each person wishing to attend event as a volunteer.

NOTE: We require proof (a copy) of full National criminal background checks for every Volunteer Staff person. Background checks must be run on a yearly basis for paid church staff and every 2 years for volunteers. If a background check has not been conducted and you would like the Tennessee Girls Ministries Department to run one for you, the fee is \$25.00. Contact our offices for further assistance. YOU WILL NOT BE PERMITTED TO BE A VOLUNTEER STAFF WITHOUT A BACKGROUND CHECK.

MEDICAL CONCERNS

If a student comes to event with prescription medicine, it must be given at registration upon arrival.

All medications should be:

- ▶ Clearly labeled with the student's name
- ▶ Have the name of the prescribing physician
- ▶ Have the date prescribed and the prescription number
- ▶ Name of medication and directions for it's use

The authorized first aid personnel will administer all medication. However, **IT IS THE STUDENT'S AND VOLUNTEER STAFF'S RESPONSIBILITY** to have the student go to appropriate event staff member at the time the medicine is to be administered.

IT IS THE STUDENT'S RESPONSIBILITY TO PICK UP THE PRESCRIPTION(S) THE LAST DAY OF EVENT. WE ARE NOT RESPONSIBLE FOR THE PRESCRIPTION(S). IF IT IS NOT CLAIMED BY THE CLOSE OF EVENT, IT WILL BE DISCARDED.

HEAD LICE CHECK

Every student **MUST** be examined for head lice prior to coming to event. We reserve the right to perform a "head check" upon arrival at event. **EVERYONE WITH HEAD LICE WILL BE SENT HOME.**

WHAT TO BRING

Sleeping Bag or bed linens* (twin size)
Recreational Clothes (will get messy)

Socks & under clothes
Towels & wash cloth*
Tennis shoes

***For Teen Girl Retreat Only**

Plastic bag for wet clothes
Jeans, modest shorts & shirts
Church Clothes (casual)*
Deodorant
Pillow
Pajamas

Medicines (to take to the first aid station)
Bible, Notebook & Pen
Toothbrush & toothpaste
Soap & Shampoo*
Flashlight*
Spending money (for concessions, shirt shack, etc.)

WHAT NOT TO BRING

Radios
Firearms
Ipods or Cell phones
Weapons

Fireworks
Drugs
Pets
Inappropriate clothing

Alcohol
Tobacco
Video Games or equipment

***All of the above applies to students and volunteer staff persons!**

DRESS CODE

All clothing must be appropriate and without question in length or shortness. Shorts can be worn during the day. **Absolutely no spandex or boxer shorts.** Abbreviated attire such as half shirts, tank tops, short "hot" shorts, and backless dresses are not allowed. **ALL CLOTHING SHOULD BE MODEST.** We take pride in the appearance of our students. Your dress reflects the quality of the event. All students are expected to dress and groom themselves neatly and modestly. Inappropriate clothing (such as those with alcohol, tobacco, satanic and sexual slogans) is not permitted. Shirts and shoes must be worn in the dining hall and the gym.

RULES AND REGULATIONS

1. We should strive at all times to conduct ourselves as Christian ladies with proper consideration for others.
2. Attendance to all scheduled activities is required.
3. Room and grounds must be kept clean. Take care of the property. Students are responsible to pay for damages at the event.
4. Students are not to enter another cabin/church area without the volunteer staff permission.
5. Shirts and shoes must be worn in the dining hall and the gym.
6. Clean clothing is to worn at all scheduled activities.
7. Girls' clothing must be modest.
8. Students must be in bed and quiet by "lights out."
9. Only registered students and staff are permitted on the grounds. After registration check-in, the event is closed to visitors.
10. No student shall leave the grounds without proper permission from the Event Director and must check out with a Event Executive.

The lack of cooperation, unnecessary roughness, lack of respect for property, leaving designated areas at night after lights out, or an unwholesome attitude on the part of any person will result in expulsion from the event. Parents are asked to help in explaining these rules to their students and encouraging their compliance. Expense of transporting expelled persons home from event must be borne by the parents or the individual.

VISITS AND CALLS

It is recommended that parents refrain from coming to the event to visit with their children during event. Experience has proven that the above practice often promotes homesickness and other complications. Students will not be allowed to use the phone once they are at the event. Please do not ask your student to call. The only calls accepted will be emergency calls. If an emergency should occur, the event phone numbers are: Camp Office—(615) 855-2391 and Camp Kitchen—(615) 859-5433.

- ▶ **For security purposes, the event is not open to the general public.** ◀
- ▶ **Pastors & church staff members must notify the TN Girls Ministries Department of any visits.** ◀

Background checks are required for anyone over the age of 18 who is at the event property. Therefore, ONLY REGISTERED STUDENTS AND STAFF ARE ALLOWED ON THE GROUNDS AFTER REGISTRATION HAS BEEN CLOSED.
Security gate/doors will be locked each evening.

EVENT ARRIVAL AND DEPARTURE TIMES

Event Arrival — Registration is from 5:00 p.m. to 6:00 p.m. with dinner at 6:00pm. **No one will be allowed to register early.**

Sleepover Departure — Event closes at 10:00 a.m. on the day of departure after the morning activities.

All students MUST vacate the premises by 10:30. Any parent/guardian picking up a student must make plans to arrive at the camp with enough time to load all of the student's personal belongings and be ready to leave before 10:30.

Teen Girl Retreat—Event closes at 12:00 p.m. on the day of departure after morning activities.

All students MUST vacate the premises by 12:30. Any parent/guardian picking up a student must make plans to arrive at the camp with enough time to load all of the student's personal belongings and be ready to leave before 12:30.

It is the policy of Jackson Conference Center to admit all persons without regard to race, color, national origin, sex, age, or handicap. The same requirements for admission are applied to all persons without regard to race, color, national origin, sex, age, or handicap. There is no distinction in eligibility for or in the manner of providing services by this agency. All facilities of the agency are available regardless of race, color, national origin, sex, age, or handicap. All persons and organizations that have occasion either to refer people for admission or recommend this agency are advised to do so without regard to race, color, national origin, sex, age, or handicap.

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