STR Mission Trip Leader
Prep-Checklist

3 to 6 months before your camp week (January-March):

☐ Confirm with STR which week your group will be serving and that you are staying on site. Training at STR is mandatory. Leaving on Friday evening or Saturday morning is up to you.

☐ After reading through introduction packet, sign the Mission Trip Group Agreement with STR and return to Day Camp Volunteer Recruiter.

☐ Discuss with your church a budget plan/fundraising.

☐ Set dates with STR Vol Coordinator for applications to be completed, and four training session dates to be communicated with your church/group. Adult volunteers need to attend these trainings.

- **Training session 1** - (30 min) **Trip Funding** - explain support raising plan, deadlines, assign Bible teachers, have parents sign any permission forms
  
  Date: __________________ Location: ___________________________ Time: ________________

- **Training session 2** - (1 hrs) **Policy Training**
  
  Date: __________________ Location: ___________________________ Time: ________________

- **Training session 3** - (1-2 hr) **Bible lessons & Music Training**
  
  Date: __________________ Location: ___________________________ Time: ________________

- **Training session 4** - (6-8 hours) **On-site Evangelism & Logistics Training**
  
  Date: (Saturday before your camp week) Location: STR pavilion Time: Noon-6pm with dinner at 6pm and visiting after

☐ Promote Trip (we have flyers and a video) and continue communications with your church/group (church calendar/bulletin/etc.).

☐ Begin fundraising

☐ Send Volunteer recruiter/coordinator a preliminary list of youth and adults who will be coming (see Mission Trip Group Member list). Need at least 3 adults to stay with group in evenings/overnight. At least two adults need to be volunteers during Day Camp hours. Any children of volunteers coming need to be registered for that week.

☐ Make sure that adults in your group have filled out the online Volunteer Application or submitted information for us to run a background check.

☐ Make sure all youth have parent sign their permission form on the application or your form. Mark on the Group Member list that this is signed.

☐ Make sure any children coming with your group as campers (including the camper of a volunteer) are registered online as campers for the appropriate week. If parents have not received an email confirming registration, they are not registered.

☐ Recruit an adult to manage/shop/prepare your group breakfasts & dinners. Or organize a team of parents to bring meals for certain days.

☐ Use the Pastor Reference Form, Job descriptions, sample roster and schedule to place each volunteer in a preferred position on the Group Member List, coordinating placement with STR volunteer coordinator. Email any music leader or Bible teacher suggestions to STR Vol Coordinator right away.

- Consider: Who will be group leaders/counselors (preferably adults for senior counselor/Sheriff)
- What position the adults will best fill
- For each youth, whether they will be assistant counselors or support staff.

4/18/2019
Which people in your group will teach Bible lessons and/or verses. It is fine to spread these responsibilities among several people (a great training experience for your youth). **We have a training aid called IPEAR for how to teach a memory verse.**

**2 months before your camp week:**
- Confirm the dates, locations, & times for the above listed training sessions. Communicate with STR Vol Coordinator updates on volunteers & campers coming
- Practice lessons, verses & songs.
- Confirm who will be preparing your breakfast and dinner meals. Meet with the person to answer any questions they may have about menu, spending budget and number of meals to plan.
- Prepare your emergency contingency plan so in case of an accident or other incident, your team members understand what to do and especially what NOT to do.

**1 month before your camp week:**
- Confirm with us your day and time of arrival on site.
- Continue learning/practicing lessons/verses/songs/evangelism
  - Give your group a “To Bring” list (See sample list) (For clothing/swim attire, see dress code.)

**2-3 weeks before your camp week:**
- Inform us of any additional volunteers with your group. Have them fill out application & enroll any campers as needed.
- Go over lessons/verses with those teaching
- Go over songs with group
- Check with all adults who are helping coordinate (transportation, food, etc.)
- Continue praying for campers, staff, good weather, creative ideas

**1 week before - weekend of camp:**
- Thank God for His provision in every area
- Receive/Turn in any youth parental consent forms
- Turn in any fees or bring to on-site training. Write check to: Strong Tower Ranch and receive a receipt from STR manager.
- Bring all lesson materials and music to camp

**Resource List**
- Scope and Sequence Chart showing the main idea of all materials presented each day.
- Lessons - Focus on the lessons and verses as they only have 30 min of lesson time. We have the lesson visuals and verse visuals and have laminated them. We have other supplies in bins in the camp office marked “Lesson One” etc.
- Lessons for the 8-12 age campers and the 13-14 age campers.
- *How to Teach a verse* - IPEARS
- Music - We have music available for musicians to use. In addition, your group might have some fun/silly songs or worship songs that you would like to use. We would like for you to use what we have provided but also feel free to add your own.
- Training materials for *How to Lead a Child to Christ Using the Wordless Book* and *How to Counsel Children in the Camp Setting* (both included in the Evangelism Training). We will email this to you and have copies for each volunteer at training. Go over these and explain to counselors well in advance of
your camp week. We ask that the counselors refresh and practice again when we meet for final training
the weekend before camp. We would like for everyone in your group to practice with a Wordless Book
bracelet, which we provide at training.

Please call or e-mail me if any questions come to mind while you are reviewing these items. We will be
continually working to improve our procedures so that you are as well-informed and prepared as possible.

Michele Emge
STR Day Camp Team Leader
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Additional Info for On-site Volunteer Groups
Your group will have one washer and dryer to share. We recommend that you collect everyone’s STR
shirts/shorts after each day of camp and wash them together in one or two loads. A clothes line could be
provided for beach towels.

In the Wilderness cabin, we have one regular-sized refrigerator with freezer above for your use, so your food
prep person may need to shop mid-week. There is some space available for dry goods storage. You will need
to bring kitchen cooking pots & pans, dish towels, foil, utensils, plates, etc. There is a stove and microwave.

Your group will have four showers to share so a shower schedule will be advantageous.

More than one group may be sharing the on-site lodging and amenities.
What To Bring To Camp

**YES**

- Bible, paper & pen
- sleeping bag/blanket/sheet, pillow
- watch (not your phone, unless you are a group leader/Sheriff/activity leader)
- flashlight
- shirts/shorts/etc. for camp (shorts must be at least mid thigh length for on-duty camp times)
- clothes for evenings (shirts, pants, jacket, etc.)
- swim & shower towels
- swimsuit and shirt to swim in (after swimming, get dressed)
- toiletries
- close-toed shoes/boots (2 pair if possible)
- flip flops for showering (not for on-duty day camp hours)
- sun screen, bug spray
- laundry bag, laundry detergent
- cowboy hat and any other western gear, and fun attire (color of the day)
- medications if needed (nurse or your group leader need to know)
- snacks (talk to group leader; not a peanut free facility)
- great attitude, love for Christ & others

**NO**

- knives or other weapons
- video games (talk to real people)
- books (unless approved by group leader; none while on duty)
- cell phone (unless you are an activity leader or camper group leader; you can leave it in your bag in the lower restroom)
- ipods or other electronics (it’s ok to unplug for a week; you will survive)