



**FALL YOUTH  
RETREATS  
LEADER'S  
TOOLKIT**

# **TABLE OF CONTENTS**

Letter to Youth Leaders	p. 3
Updating Group Numbers and Payments	p. 4
Costs, Payments, Cancellations, and Refund Policy	p. 4
FAQ	p. 4
Tentative Schedule	p. 5–6
Camp Contact Info	p. 6
Friday Night Checklist	p. 7
Required Forms	
Group Roster	p. 8–9
Camper Information/Permission & Release Forms	p. 10
Leader Information & Release Form	p. 11
Leader Safety Form	p. 12
Important Reminders	p. 13
Food Allergies	p. 13
Packing List	p. 14

## DEAR YOUTH LEADER,

We are so excited to have you and your students joining us for Fall Youth Retreats at Trout! We anticipate that God will move in tremendous ways during these coming weekends. Designed to be more than just a weekend full of excitement, our Fall Youth Retreat program is crafted to provide an experience that deepens and draws students into relationship with Jesus Christ.

This packet contains all of the information and documentation that you will need prior to your group's arrival at Trout. Please give it a through read-through. Your success is our success. If you need something, have a question, or want to suggest a way that we can better serve your church and fellow youth workers, we would love to hear from you. It is our joy to serve you in this process. We will take care of the details so that you can focus on what you love-connecting with and discipline your students.

We've created downloadable, customizable resources for you to promote your retreat weekend with us. Check out <http://troutlakecamps.org/retreats/fall-youth-retreats> for customizable resources to advertise at your church, in your youth room, and to share with your students and their friends.

---

As the Youth Leader, your responsibly as a group leader fall into these basic categories:

### SPIRITUAL

- Pray that God would show and bring you the students He has for you to bring this year.
- Challenge your young people to reach out to those God would have them invite.
- Be a model of Christian character (Your kids do what you do, not necessarily what you say.)
- Be sensitive to the spiritual needs of your group and those around you.
- Be ready to pray with your students and their friends.
- Be ready to respond with the gospel as the Spirit moves following chapel times and throughout conversations that take place throughout the weekend.
- Be open to whatever God would do in your own life.

### RELATIONAL

- Make the first move in initiating conversations
- Learn to listen. Teach *how to listen* by your example
- Follow Trout's rules and enforce them gently but firmly with your students
- If you must discipline, do it privately.

### GENERAL

- Be prepared for check-in when you arrive! Refer to the **Friday Night Checklist (p. 7)** to make sure you are ready and don't have to spend the first part of your weekend collecting forms from your leaders and students.
- Help with crowd control. Leaders stay in the cabins with their youth groups. It is your responsibility to settle your group own at night. Assist at meals and at meetings by making sure your students are all present and on time. For larger youth groups (20+), direct your other adult leaders to help and assist as well.
- Monitor and/or dispense your students prescription medications or other medical needs. We do provide Nurses onsite for weekend retreats to assist in emergencies, connect you with local clinics and ERs, and provide simple first AID items.
- Get involved...**YOU** make a difference.

Please be sure you share these responsibilities with each of your leaders and make sure they understand their roles.

# UPDATING GROUP NUMBERS & PAYMENTS

Please read through this page carefully-following the instructions given will help you to bring as many students as possible while avoiding any unnecessary non-refundable deposits.

## **All registration is electronic via our website- [TroutLakeCamps.org](https://TroutLakeCamps.org).**

Simply click the orange Register/Login rectangle in the upper right-hand corner of the home page. You will be prompted to create a login on our UltraCamp system or login with an existing account. If you are having trouble accessing or registering an account with us, give our main office a call, 218.543.4565.

## **Registration opens on the second Thursday of September at Midnight (late Wednesday evening, early Thursday morning).**

Retreats can fill up quickly and without warning. Because we serve large and small youth groups and churches (150+ & less than 5) we cannot predict, if / when retreats will fill. Our typically retreat size ranges from 300–525 depending on availability and the weekend. We recommend registering your group as soon as you can solidify numbers.

## **Payment is due, in order to secure your groups spot.**

Prior to finalizing your online registration, you will be prompted to pay via credit card number. If payment is not received, your group spots will not be secured until payment is received. Your credit card will be charged the moment you finalize online registration.

## **Costs, Refund Amounts and Deadlines**

Cost per student is \$109 and \$74 per adult leader. \$30 per student spot is nonrefundable. \$21 per adult leader spot is nonrefundable up until the day before the retreat. 100% of the registration fee per person is nonrefundable the day prior to the retreat (Typically Thursday) through the event itself. Refunds are issued as a check sent to a mailing address. To manage a refund, contact our registration team during business hours 218.543.4565.

## **You must provide adult leaders to supervise your students during the retreat.**

You must maintain at least a 1:5 adult to student ratio for Junior High / Middle School Retreats.

You must maintain at least a 1:7 adult to student ratio for Senior High / High School Retreats.

And

If you are bringing male students, you must have at least one male adult leader.

If you are bringing female students, you must have at least one female adult leader.

## **FAQ:**

### **Can I pay by check instead of Credit Card? How does that work?**

Yes! But that requires registering your group by phone during business hours with a member from our registration team. 218.543.4565. Note your spots will not be secured until we receive that check. We recommend having the check in hand so you can mail immediately following that phone conversation. If that retreat fills, your group will be bumped from that retreat weekend, if payment is not received within 2–3 business days.

### **What if I have to adjust my numbers between registration and when the retreat occurs?**

You can manage your numbers, male & female breakdown, adult leader numbers, etc. via your UltraCamp account by logging in the same way your registered. Within less than 1 week of the retreat, you will have to adjust your numbers during business hours by talking to a member of our registration team 218.543.4565.



## **Fall Youth Retreats (Quest, Breakaway, Crossings) Tentative Schedule 2018**

### **FRIDAY EVENING**

- 7:00–9:00 Check In - Entrance Activity – (Follow Road Signs Upon Arriving on Site)
- 10:00 **Orientation & SESSION 1 – Point Chapel (Worship & Speaker)**
- 10:15 Head Youth Leaders' Meeting – Point Chapel Entrance Doors (After Opening Show)
- 11:15 LATE NIGHT SNACK – Point Dining Hall
- 12:00 In Cabins (Breakout Questions)
- 12:30 Lights Out

### **SATURDAY**

- 7:00 Espresso Available, Soda Fountain
- 7:30 Rising Bell
- 8:00 Breakfast (Free Time Sign-ups at Office)
- 8:30 Adult Leaders Meeting in Lower Tree House
- 8:30 TAG Time – Time Alone with God
- 9:00 **Session 2 – Point Chapel (Worship & Speaker)**
- 10:15 Church Group Time – (Assigned Breakout Spaces, Questions Provided)
- 11:00 Morning Camp-Wide Game – Meet in Point Chapel
- 12:15 Lunch @ Point Dining Hall
- 1:15–5:00 Free Time Activities and Tournaments (All Camp)
- 5:00–5:30 Additional TAG Time
- 4:00 Youth Leader's Tour of Wildwoods, Meet outside Foxes Den
- 5:30 Supper @ Point Dining Hall
- 7:15 Evening Camp-Wide Game – Point Chapel
- 8:30 **Session 3 – Point Chapel (Worship & Speaker)**
- 9:45 Church Group Time (Assigned Breakout Spaces, Questions Provided)
- 10:30 Bonfire with Hot Chocolate & Donuts – Horse Corral (Or :45 after Chapel Session Ends)
- 12:00 In Cabins
- 12:15 Lights Out

## SUNDAY

- 7:30 Espresso Available, Soda Fountain
- 7:45 Rising Bell / Pack Up / Clean Up
- 8:00 Breakfast – Point Dining Hall
- 8:45 TAG Time – Time Alone with God
- 9:45 **Session 3 – Point Chapel (Worship & Speaker)**
- 10:45 Church Group Time (Assigned Breakout Spaces, Questions Provided)
- 11:30 Lunch (Store Open @ Point) – Point Dining Hall
- 12:00 Go Home! See you this Winter!

## Saturday Afternoon Activity Options (Activities Subject to Change based on Retreat Size and Weather)

Activity	Time	Location	Cost or Sign-Up
Football Tourney	1:15 – 3:45	Point Rec. Shack	Sign-Up/Office <i>No later than 9:00 am Sat</i>
Dodgeball Tourney* (Ridgeline Park)	4:00 – 5:30	Ridgeline Park*	Sign-Up/Office <i>No later than 9:00 am Sat</i>
Paintball*	1:15, 2:15, 3:15, 4:15	Paintball Course*	\$12/\$4 Refill/Sign-Up at Office Pay at Paintball Course
Laser Tag*	1:15, 1:45, 2:15, 2:45, 3:15, 3:45 4:15, 4:45	Timber Ridge*	
Canteen	1:00 – 5:00	Point Courtyard	Prices vary by item
Soda Fountain	1:00 – 5:00	Soda Fountain in Dining Hall	Prices vary by item
Camp Store	1:00 – 5:00	Camp Store	Prices vary by item
Climbing*	1:15 – 5:00	Timber Ridge*	None
Crate Stacking*	1:15, 2:15, 3:15, 4:15	Tall Timbers*	Sign-Up/Office
Zip Line*	1:15, 2:15, 3:15, 4:15	Timber Ridge*	Sign-Up/Office
Riflery**	1:15, 2:15, 3:15, 4:15	Riflery Course**	Sign-Up/Office
Leap of Faith*	1:00, 2:00, 3:00, 4:00	Next to Corral	Sign-Up/Office
Archery	1:00 – 5:00	Archery Range	Must Have Adult Leader Check Out Key in Main Office
Basketball	1:00 – 5:30 (Pickup game 1:30)	Hard Court by Foxes	None
Black Light Dodge Ball*	1:00 – 3:00 (Tournament 4:00)	Timber Ridge*	None
Dodge Ball	1:00 – 5:30 (Pickup game 4:30)	Dodge Ball Arena by Foxes	None
Floor Hockey (Timber Ridge)*	1:00 – 5:00	Timber Ridge*	None
Floor Hockey (The Point)	1:00 – 5:30 (Pickup game 4:30)	Rec Hall (Lower Dining Hall)	None
Human Foosball	1:00 – 4:30 (Pickup game 2:30)	Hard Court by Foxes	None
Mountain Scooters*	1:15 – 4:45	Timber Ridge*	None
Parkour Park*	1:15 – 5:10	Timber Ridge*	None
Volleyball	1:00 – 4:30 (Pickup game 4:30)	Sand Court by Craft Shack	None
Flying Squirrel*	1:15, 2:15, 3:15, 4:15	Timber Ridge*	Sign-Up/Office
High Ropes Course*	1:00, 2:00, 3:00, 4:00	Timber Ridge*	Sign-Up/Office

**\*Saturday Afternoon Camp Shuttle** 1:00, 1:30, 2:00, 2:30, 3:00, 3:30, 4:00, 4:30, 5:15  
(Shuttle leaves from the point lower parking lot)

**\*\*Riflery Shuttle: Leaves lower parking lot @ 1:15, 2:15, 3:15, 4:15**

The times listed above for sign-up activities is the time the activity starts at that event, i.e. If you signed up for 1:15 paintball, you need to catch the 1:00 shuttle.

**Shuttle Stops:** [Lower parking lot], [Leap of Faith], [**Riflery-Only Every Hour**], [Stoneridge Dining Hall], [TR Bike Shack], [Climbing, Crate Stacking], [Paintball, Laser Tag, Black Light Dodge Ball, TR Floor Hockey Outdoors], [Flying Squirrel], [TR Zip Line]

## **TROUT LAKE CAMPS CONTACT INFO**

Phone Number: 218.543.4565

Fax Number: 218.543.7550

Contact program staff at [Program@TroutCamps.org](mailto:Program@TroutCamps.org)

Registration questions should be directed to [Registration@TroutCamps.org](mailto:Registration@TroutCamps.org)

## **FALL YOUTH RETREATS (QUEST, BREAKAWAY, CROSSING) FRIDAY NIGHT CHECKLIST!**

This checklist has all of the forms that need to be filled out and ready to turn in when you check-in on Friday night.

All of the necessary forms can be found in the following pages of this toolkit.

☐

### **GROUP ROSTER**

Needs to be filled out with every attendee's name (students and adult leaders), and each attendee needs to be labelled as leader/camper and male/female.

☐

### **CAMPER & LEADER MEDICAL, MEDIA, & LIABILITY INFORMATION & RELEASE FORMS**

Needs to be filled out with every attendee's name (students and adult leaders), and each attendee needs to be labelled as leader/camper and male/female.

☐

### **LEADER SAFETY FORM**

We must have a copy of this form signed by you, the main group leader, acknowledging that all of your adult leaders have been approved by you to serve for the weekend.

☐

### **PAYMENT**

Via Credit Card when you registered via our website. PLEASE NOTE: If you are paying by check, only church or youth leaders' checks will be accepted. We cannot accept individual checks from families.

☐

### **CAR**

We ask that all grounds keep at least one vehicle on site over the weekend in case any non-emergency or emergency situations requiring a vehicle for your group comes up.

# GROUP ROSTER

This form must be completed & turned in at Check-In.

Group Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Leader's Name: \_\_\_\_\_ Total # in Group: \_\_\_\_\_

Is this the first time this group has been to Fall Youth Retreats at Trout? Circle: Yes / No

Name (Campers & Leaders) *Please write legibly	Leader (L) or Camper (C)		M / F	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				

\*If your group is larger than 24, make copies of the following page as necessary.



# GROUP ROSTER

\*CONTINUED

[illegible]



## MEDICAL & LIABILITY RELEASE / Students

With the increasing sophistication of our hospital systems, we have found it necessary to have a signed parental release form in the unlikely event of a serious injury requiring hospital treatment for your child. This release gives us permission to take your child to the nearest available medical facility and have the necessary medical treatment administered. Many hospitals will not administer any medical attention to a minor without parental consent. Would you please read and sign the statement below. We understand the arrangements and believe that the necessary precautions and plans for the care and supervision of the child will be taken during this conference. In case of emergency I understand that every effort will be made to contact me. If I cannot be reached, I hereby give Trout Lake Camps, our church leadership, or other emergency medical personnel the permission to act on my behalf in seeking emergency medical treatment for my child in the event that camp or church staff deems such treatment necessary. I give permission to those administering emergency medical treatment to do so using those measures deemed necessary. I also absolve Converge North Central and Trout Lake Camps and/or church personnel from liability in acting on my behalf in this regard so long as they are not grossly negligent.

Church Name: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Print Parent/Guardian Name(s): \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

If Parent / Guardian are not available, please call person below:

Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Phone #1: \_\_\_\_\_

Phone #2: \_\_\_\_\_

May we administer over-the-counter-medications:                      Yes                      No  
(ex: aspirin, Tylenol, Advil, antibiotic ointments, etc)

Additional comments regarding medical history, allergies, penicillin or drug reactions, use of over-the-counter-medications, etc., which may be needed in treatment:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



## MEDICAL & LIABILITY RELEASE / **Adult Leaders**

With the increasing sophistication of our hospital systems, we have found it necessary to have a signed medical release form in the unlikely event of a serious injury requiring hospital treatment where you are no able to give consent. This release gives us permission to take you to the nearest available medical facility and have the necessary medical treatment administered.

I understand and certify that my participation in Trout Lake Camps retreat, event, conference, or camp is completely voluntary and I have familiarized myself with camp's program and activities in which I will be participating in. I recognize that certain hazards and dangers are inherent in the Trout programs and particularly, but not limited to activities in the snow, water, football, dodgeball, paintball, floor hockey, high ropes course, climbing wall, crate stacking, and skate park. I acknowledge that although Trout has taken safety measures to minimize risk, Trout cannot guarantee that the participants, equipment, premises and/or activities will be free of hazards, accidents and/or injuries. I further recognize the importance of knowing and abiding by Trout rules, regulations, and procedures for the safety of camp participants.

I hereby give Trout Lake Camps, our church leadership, or other emergency medical personnel the permission to act on my behalf in seeking emergency medical treatment for my child in the event that camp or church staff deems such treatment necessary. I give permission to those administering emergency medical treatment to do so using those measures deemed necessary.

I also absolve Converge North Central and Trout Lake Camps and/or it's staff personnel from liability in acting on my behalf in this regard so long as they are not grossly negligent.

Church Name: \_\_\_\_\_

My Name \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Signature of Adult: \_\_\_\_\_

Date: \_\_\_\_\_

# TROUT LAKE CAMPS

## LEADER SAFETY FORM

One of Trout's main areas of concern is the safety of all of our guests and campers-whether emotional, physical, or spiritual. We ask that you, as your group's main leader, help us make Trout a safe place for campers to experience transformative life experiences by thoroughly screening your leaders.

By signing below, you acknowledge that you have assessed your group's adult leaders for this retreat and they have been approved to serve in youth ministry according to your church's safety practices, which may include an interview, training, reference checks, and/or a background check.

---

Group Leader's Name (Printed)

---

Group Name

---

Group Leader's Signature

---

Date

# IMPORTANT REMINDERS

## PERMISSION FORMS

We can only accept Trout Medical and Liability Release forms, not church or youth group permission forms. Every attendee must fill out their own individual Trout Medical and Liability Release form.

Anyone over 18 should complete an Adult Leader Medical and Liability Release Form (even if they are attending as a camper).

Anyone under 18 should complete a Camper Medical and Liability Release Form and must be signed by a legal parent or guardian.

## PRANKS

Trout is not what we call a “Prank Camp”. Pranks are a distraction from the program and take the focus away from the ministry that is happening. We are praying for changed lives and our simple request is that you help us in discouraging pranks amongst your group.

## PACKING LIST

Dispense a packing list to your parents, students, and leaders at least one week prior to your event.

## FOOD ALLERGIES

If anyone in your group (student or leader) has an allergy that limits what they can eat, they can get in touch with our Food Service Director Kristy Miller to work out suitable meals or to arrange if bringing their own prepared food. Group leaders and parents are allowed to contact her at [kMiller@TroutCamps.org](mailto:kMiller@TroutCamps.org) or by phone at 218.543.7531.

Trout’s canteen and snack areas have foods containing peanuts and tree nuts. We also cannot control what students bring with them to camp in lieu of personal snacks.

# FALL RETREATS PACKING LIST



## What to Bring:

- Bible
- Notebook
- Pen or Pencils
- Bedding – pillow, blankets or sleeping bag, sheets (twin size)
- Toiletries, towel, pajamas, etc.
- Extra pair of gym shoes
- Closed-foot shoes (required for certain camp activities)
- Season appropriate attire
- Casual clothing (It's a jeans and hoodie kind of weekend)
- Some activities will be outside, so bring warm clothing (and an extra set "just in case")
- Cash to purchase extra treats and camp souvenirs
- Completed Medical and Liability Release Form signed by legal parent or guardian

## What to Expect:

- To be challenged to grow in your relationship with Christ!
- To meet new friends and grow closer to the ones you already have!
- To have lots of fun
- Connect with God through meaningful worship times
- To grow closer to your youth group
- To be exhausted at the end from a full, fun, and meaningful weekend

## Items to Leave at Home:

- Expensive electronics that can get damaged or stolen (laptops, tablets, phones)
- Tobacco products, alcohol products, illegal drugs, knives, vaping products, fireworks, weapons, guns, etc.  
\*Students who bring such items will be sent home mid-retreat at the expense of their parents.
- Dinosaurs (They eat too much!)
- Pets
- Bad Attitudes
- Personal Climbing Gear / Personal Paintball Equipment  
\*Our staff are only trained to manage our activity gear, not yours.