



WINTER EXPEDITION TOOLKIT

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DEAR YOUTH LEADER,

We are so excited to have you and your students joining us for this retreat 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 retreats are crafted to provide an experience that deepens and draws students into a relationship with Jesus Christ.

This packet contains all the information and documentation that you will need prior to your group's arrival at Trout. Please give it a thorough 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 discipling your students.

As the Youth Leader, your responsibility as a group leader falls 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. 10)** 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 down 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

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 or login to 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 October 30

Retreats can fill up quickly and without warning. Because we serve large and small youth groups and churches we cannot predict, if/when retreats will fill. Our typically retreat size ranges from 200-525 depending on the season and the retreat. We recommend registering your group as soon as you can solidify numbers.

Payment is due at time of registration

In order to secure your group's spot, payment must be made at time of registration. Prior to finalizing your online registration, you will be prompted to pay via credit card. If you prefer to pay by check, you can send your registration form in the mail or call the office at Trout, 218-543-4565, and register over the phone. However, your group spots will not be secured until payment is received.

Cost, Refund Amounts and Deadlines

Cost is \$110 per student and \$85 per adult leader. 50% per student spot & 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 in the same format payment was made (check, credit card, etc.) To request a refund, contact the office at Trout during business hours 218-543-4565.

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

You must maintain at least a 1:7 adult to student ratio for kids retreats at Trout 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 sending your registration through the mail or registering your group by phone during business hours. 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.

What if I have to adjust my numbers between?

You can manage your numbers, male & female breakdown, adult leader numbers, etc., via your online account by logging in the same way you registered. If it is less than one week until the retreat, you will have to call the office at Trout Lake Camps and speak to our registrar.

COVID-19 SAFETY STANDARDS FOR RETREATS

Our most up to date COVID-19 mitigation protocols can be found on our website here:
<https://troutlakecamps.org/about/faqs>

To prevent “surprise” changes, we will update these standards as needed freezing the most recent standards once we are within 7 days of the event.

These guidelines are forged from guidance from the Center for Disease Control and Minnesota Department of Health.

PARTNERING WITH YOUTH LEADERS & STUDENTS

Pre-screening: We need your help in pre-screening all guests prior to arrival to ensure everyone is healthy and guests are safe.

- About 5 to 7 days out from your event at Trout, we will ask you to provide a specific health form and questionnaire in a PDF form for all youth leaders and students.
- We will ask you/them to monitor their health prior to leaving for Trout.
- We’ll also be asking about any exposure that might be relevant.
- Anyone who is ill with symptoms consistent with COVID-19 during the 72-hours prior to arrival will need to contact our director to determine if you are still able to come.

Before leaving for camp: The best practice is to have everyone in your youth group screened prior to leaving for camp (loading buses, vans, and other vehicles). Before you load cars, vans, busses, use the form provided by Trout to record temperature checks before you head to Trout.

Anyone with symptoms consistent with COVID-19 will need to return home.

How will Check-in work? To minimize exposure:

- We will contact your youth group via email on Thursday prior to your weekend to inform you as to where your group will be staying so that you can pre-assign your student/leader housing. Once your youth group is separated into these smaller groups (pods or cabins), those groups of around 10 will be how they are seated at mealtimes, Chapel times, and compete in games, etc. The idea is that these 10 campers/leaders become a “Family group” that spends a lot of the weekend together.
- Upon arrival at Trout, staff will collect regular health forms and the COVID Temp Check forms. We will provide you and your students with a wristband and event information, housing, meal, and chapel scheduling, etc.
- In some cases, campers, leaders, and their luggage may be moved to housing using Trout’s “open-air” wagons (we will move people and their luggage by cabin). Some housing may be in walking distance from where you park so those people will carry luggage to their housing.

Winter Expedition

Schedule 2022 (*Tentative*)



FRIDAY EVENING

- 7:00 – 8:30 Check In
- 9:00 Orientation & Session 1 – (Worship & Speaker)
- 9:15 Head Youth Leaders' Meeting – Point Chapel Entrance Doors
(Welcome and Brief Orientation)
- 10:15 LATE NIGHT SNACK
- 11:00 In Cabins (Breakout Questions)
- 11:30 Lights Out

SATURDAY

- 7:30 Rising Bell
- 7:45-8:15 Breakfast (Free Time Sign-ups in Stoneridge Lobby)
- 8:30 Adult Leaders Meeting (Weekend Overview, Q&A)
- 8:30 TAG Time – Time Alone with God (Morning Devotions, Materials Provided)
- 9:00 Session 2 – Chapel (Worship & Speaker)
- 10:15 Church Group Time – (Assigned Breakout Spaces, Questions Provided)
- 11:00 Morning Activity – BUILD YOUR BOX SLEDS!
- 12:00-12:30 Lunch
- 1:30-5:00 Free Time Activities and Tournaments (All Camp)
- 5:00 – 5:30 Dinner
- 7:00 LET THE GAMES BEGIN! BOX SLED COMPETITION
- 5:30 Supper @ Point Dining Hall
- 7:15 Evening Camp – Wide Game – Point Chapel
- 8:30 Session 3 – Chapel (Worship & Speaker)
- 9:30 Church Group Time (Assigned Breakout Spaces, Questions Provided)
- 10:00 -10:30 Snack
- 10:00 – 11:30 Open Recreation Activities
- 12:00 In Cabins
- 12:15 Lights Out

SUNDAY

- 7:30 Rising Bell
- 7:45-8:15 Breakfast – Point Dining Hall
- 8:45 TAG Time – Time Alone with God (Morning Devotionals, Materials Provided)
- 9:00 Clean Up your Cabins, Pack Up, Load Luggage
- 9:45 Session 4 – Chapel (Worship & Speaker)
- 11:30 Lunch
- 12:00 On the Road back home, See you at District Blitz!

Saturday Afternoon Activity Options
(Activities subject to change based on retreat size and weather)

| Activity | Time | Location | Cost or Sign-up |
|-----------------------------|--|-----------------------|--|
| Broomball Tourney | 1:30 – 3:00 | Ridgeline Park | Sign-Up/Stoneridge Lobby <i>No later than 9:00 AM Sat</i> |
| Laser Tag | 1:00, 1:30, 2:00, 2:30, 3:00, 3:30 4:00, 4:30 | The Barn | None |
| Canteen | 1:00-5:00 | The Barn | Prices vary by item |
| Soda Fountain | 1:00-5:00 | The Barn | Prices vary by item |
| Camp Store | 1:00-5:00 | The Barn | Prices vary by item |
| Climbing | 1:00-5:00 | Timber Ridge | None |
| Bouldering Wall | 1:00-5:00 | The Barn | None |
| Tubing Hill | 1:00-5:00 | Timber Ridge | None |
| Black Light Dodge Ball | 1:00 – 5:00 | Timber Ridge | 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 (The Point)* | None |
| Archery Tag | 1:15 – 5:00 | Timber Ridge* | None |

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.

TROUT LAKE CAMPS CONTACT INFO

Phone Number: 218-543-4565

Fax Number: 218-543-7550

Contact program staff at Program@TroutCamps.org

Registration questions should be directed to Registration@TroutCamps.org

WINTER EXPEDITION

FRIDAY NIGHT CHECKLIST

Below is a list of all 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.

☐

CAMPER & LEADER COVID-19 QUESTIONNAIRE & WAIVER FORMS

Needs to be filled out individually by every attendee name (students and adult leaders).

We strongly recommend you do an external temperature check with each leader and student prior to leaving your church. Every student and adult leader is subject to being temperature checked upon arrival to Trout. Any students or leaders with temps over 100.3 at entrance will be quarantined temporarily onsite and sent home same night.

☐

LEADER SAFETY FORM

We must have a copy of this form signed by you, the main group leader, acknowledging that all 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 church groups 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 Winter Rush at Trout? Circle: Yes / No

| | Name (Campers & Leaders) *Please write legibly | Leader (L) or Camper (C) | | M / F | |
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*If your group is larger than 24, make copies of the following page as necessary.

GROUP ROSTER

*CONTINUED

[illegible]



MEDICAL & LIABILITY RELEASE / Student

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. 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 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 Child: _____

Phone #1: _____

Phone #2: _____

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

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 not 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 its 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: _____



Camper COVID-19 Questionnaire and Waiver

For:

Camper's Name

Camp Start Date (mm/dd/yyyy)

People with a new onset or worsening cough, shortness of breath or difficulty breathing may have COVID-19. You may also be infected if you have at least two of these symptoms: Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell.

Symptoms in the past 14 days - Check any that apply to your camper

- ☐ Fever (above 100.4 F)
- ☐ New onset or worsening cough
- ☐ Shortness of breath
- ☐ Chills
- ☐ Muscle Pain
- ☐ New loss of taste or smell
- ☐ Gastrointestinal symptoms of diarrhea or vomiting or nausea

My child has been symptom free for the past 14 days

- ☐ Yes
- ☐ No

Pre-existing illnesses - Check any that apply to your camper

- ☐ Cardiovascular Disease
- ☐ Diabetes
- ☐ Respiratory Disease (including Asthma)
- ☐ Immunocompromised

I understand that having a pre-existing illness increases the implied risk of COVID-19.

- ☐ Yes
- ☐ No

Contact history - Check any that apply to your camper within the last 14 days

- ☐ My child has been diagnosed with COVID-19
- ☐ My child has been in close contact with someone exposed to or infected with COVID-19 in the last 14 days
- ☐ My child has a household member currently under watch for COVID-19 exposure

Any campers who are ill with symptoms consistent with COVID-19 during the 72-hours prior to arrival will need to contact our office staff to reschedule your camp week. Any camper that arrives with symptoms consistent with COVID-19 will need to return home. Parents/Guardians will be asked to communicate any changes with their camper's health between completing the form and their arrival at registration.

Camper COVID-19 Questionnaire and Waiver (continued)

For:

The health and safety of our campers is our priority. In light of the COVID-19 pandemic, we think it is important that you understand our efforts to manage your campers health and safety so that you can make an informed choice. We are focused on taking all reasonable measures to prevent the spread of COVID-19 in our camps. We have strengthened our standard cleaning procedures, while adding increased frequency measures for things such as wiping down common touch points, dining hall areas, and activity equipment. Additionally, we have taken measures to monitor and address symptomatic campers by introducing this pre-camp health screener, daily health checks, and protocols to isolate, confirm, respond, and remove any camper or staff with suspected COVID-19. You can view more measures we're taking by visiting troutlakecamps.org/covid-19.

This situation continues to change daily, and as such, we will adapt and adjust our protocols and procedures as we follow the guidance provided by the MDH and local health departments.

Ultimately, the choice for your child to attend summer camp at Trout is a personal one, and you are in control. If you are uncomfortable with the risks of COVID-19 in a summer camp setting or having your child interact with our staff and other campers, we have several options available to you, including a refund or moving your child's registration fees to Summer 2021.

By signing this form, I consent to the above disclosure for summer 2020

Signature _____ 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, completed Ministry Safe training and a background check.

Group Leader's Name (Printed)

Group Name

Group Leader's Signature

Date

IMPORTANT REMINDERS

DISPERSE AND COLLECT PERMISSION FORMS

We can only accept Trout Medical and Liability Release forms, not church or youth group permission forms. Every attendee (adults & students) must fill out their own individual Trout Medical and Liability Release form & COVID-Questionnaire Form.

Anyone over 18 must complete an Adult Leader Medical and Liability Release Form.

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

MINISTRY SAFE TRAINING

In Trout's continued effort to keep campers safe, we require each Head Children's Leader to have completed and up to date Ministry Safe training. You may submit your current certificate of completion to our office via email or hand in a paper copy of your completed certificate at check-in.

Beginning in 2021, all adults attending retreats will be required to have completed Ministry Safe training prior to attending any retreat at Trout where minors are present.

PRANKS

Trout is not 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 of leader) has an allergy that limits what they can eat, please contact our food service director, Rick at rickhart@troutcamps.org or call at 218-543-7530. He will be able to advise you.

Please be aware that Trout's canteen and snack areas have foods containing peanuts and tree nuts. We also cannot control what guests bring with them to camp in the way of personal snacks.

Winter Expedition

Packing List



What to Bring:

- Bible
- Notebook
- Pen or Pencils
- Masks for Personal Use
- Bedding – pillow, blankets or sleeping bag, sheets (twin size)
- Toiletries, towel, pajamas, etc.
- Gym Shoes (For indoor activities)
- Closed-foot shoes (required for certain camp activities)
- Winter Coat, Winter Hat, gloves, Mittens/Gloves, Scarf, Winter Boots
- 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, Alcohol, vaping products, etc.
- Illegal drugs, fireworks, weapons, guns, etc. (*Students who bring such items will be sent home mid-retreat at the expense of their parents.*)
- Pets
- Bad Attitudes
- Personal Climbing Gear

*Our staff are only trained to manage our activity gear, not yours.