



# **FALL YOUTH RETREATS LEADER'S TOOLKIT**

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# DEAR YOUTH LEADER,

We are so excited to have you and your students joining us for Fall Youth Retreats at Trout Lake Camps! We anticipate that God will move in tremendous ways during these coming weekends. These retreats are 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 a 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 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, please let us know. 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 connect with 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 through 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 with your students.
- Learn to listen. Teach *how to listen* by your example.
- Follow Trout's rules and enforce them gently but firmly with your students.
- Have a supervision plan in place with your adult leaders prior to arrival. There will be free-time activities and unstructured "down-time" between weekend events. We've had issues with un-supervised students acting inappropriately, causing intentional damage to camp property and facilities. Students or groups acting with significant disregard for camp rules and other people will be sent home, mid-retreat and/or billed for damages.

## GENERAL

- Be prepared for check-in. Refer to the **Friday Night Checklist (p. 8)** 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 help 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.

# REGISTRATION

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

## All registrations are 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 registration system or login with an existing account. If you are having trouble accessing or registering your account, give our main office a call at 218.543.4565.

## Online Registration

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 typical retreat size ranges from 300–425 depending on availability and the weekend. We recommend registering your group as soon as you can solidify numbers. General registration opens on Sept. 27.

## PRIORITY REGISTRATIONS

We recognize the need to plan fall calendars in advance. In order to help you guarantee a weekend, you are able to make a reservation in the spring without committing to payment and final numbers until early September. Returning groups can request spots for a weekend starting May 9. Please contact Alex ([registration@troutcamps.org](mailto:registration@troutcamps.org)) to see current availability for our Fall Youth Retreat weekends.

If you are new to Fall Retreats at Trout, you are able to make a reservation starting May 23. Please contact Alex to see current availability for our Fall Youth Retreat weekends.

We ask churches to make a reservation for a reasonable number of spots for their group. Typically this means at most 10% more than previous registration numbers unless your church has reason to believe you'll have a larger increase (ie. large incoming grade, merging with another church, etc.) One week prior to the priority registration window, you will be emailed a unique registration link to register your group in that priority window. That link will not be active until the priority access window – Sept. 12 and will cease working after the priority window has ended – Sept. 26.

**IMPORTANT:** All groups need to secure their registration with payment between Sept. 12 and Sept. 26.

Any reserved spaces that are not confirmed and paid for during the priority registration window will be released to general registration on the 27th. Confirmed spaces paid in full are subject to our cancellation policy, which is detailed in the leader toolkit.

## **General Registration opens on September 12th**

You do not have to input names at registration. Instead, register for the number of spots you anticipate using.

## **In order to secure your group's spot, payment is due when you register.**

Prior to finalizing your online registration, you will be prompted to pay via credit card. If payment is not received, your group's 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 \$150 and \$103 per adult leader.** Please note that 50% per student spot and 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 manner in which you registered. (i.e. a mailed check, credit card, etc.) To manage a refund, contact our office at 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. At least one group leader must be in each cabin with your campers. 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's:**

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

Yes! Paying by check requires registering your group via phone by calling our office at 218.543.4565. Note your spots will not be secured until we receive your check. Alternatively, your registration can be processed with an ACH at the time of registration. If you are mailing a check, we recommend having the check in hand so you can mail it immediately following that phone conversation. If that retreat fills and we have not received your check within 2-3 business days, your group will be bumped from that retreat weekend.

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

Please call the office at Trout Lake Camps at 218.543.4565 during business hours to adjust your numbers.

## **TROUT LAKE CAMPS CONTACT INFO**

Phone Number: 218.543.4565

Fax Number: 218.543.7550

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

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

Foodservice questions regarding allergies should be directed to [RLockhart@TroutCamps.org](mailto:RLockhart@TroutCamps.org)



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

### **FRIDAY**

- 7:00–8:30 Check In (Follow Road Signs Upon Arriving on Site)
- 9:00 Orientation & Session 1 – Point Chapel (Worship & Speaker)
- 9:00 Head Youth Leaders' Meeting – Point Chapel Entrance Doors (After Opening Show)
- 10:15 Late Night Snack – Point Dining Hall
- 11:00 In Cabins (Breakout Questions)
- 11:30 Lights Out

### **SATURDAY**

- 7:30 Rising Bell
- 8:00 Breakfast (Free Time Sign-ups at Office)
- 8:30 Adult Leaders Meeting - 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 Free Time Activities

Tournaments			
ACTIVITY	TIME	LOCATION	NOTES
Ultimate Frisbee Tournament	1:15-3:45	Point Ballfield	Must have Adult Leader
Dodgeball Tournament	4:00-5:00	Timber Ridge**	Must have Adult Leader

Sign-Ups			
ACTIVITY	TIME	LOCATION	NOTES
Archery Tag	1:15, 1:45, 2:15, 2:45 3:15, 3:45, 4:15	Timber Ridge**	Closed-toe Shoes
Barn Climb	1:15, 1:45, 2:15, 2:45	Timber Ridge**	Close-toe Shoes
Laser Tag	1:15, 2:00, 2:45, 3:30, 4:15	Timber Ridge**	Closed-toe Shoes
Indoor Climbing Wall	1:15-3:15	Timber Ridge**	Closed-toe Shoes
Leap of Faith	3:15, 4:15	Timber Ridge**	Closed-toe Shoes
High Ropes Course	1:15-3:00, 3:15-5:00	Timber Ridge**	Closed-toe Shoes 285 lbs. quick-jump limit
Timber Ridge Zipline	1:15, 2:15, 3:15, 4:15	Timber Ridge**	Closed-toe Shoes 250 lbs. weight limit

Open Activities			
ACTIVITY	TIME	LOCATION	NOTES
Mini Golf	1:00-5:30	Rec Shack	None
Archery	1:00-5:30	Point Archery Range	Adult Leader present Check out key from Office
Basketball	1:00-5:30	Point Basketball Court	None
	1:00-5:30	TR Basketball Court	None
Outdoor Dodgeball	1:00-5:30	Point Hard Courts	None
	1:00-5:30	Ridgeline Park	None
Human Foosball	1:00-5:30	Human Foosball Court	None
Outdoor Floor Hockey	1:00-5:30	Timber Ridge**	None
Rec Hall Activities (Ping Pong, Pool, Carpet Ball, Foosball)	1:00-5:30	Point Rec Hall	None
Volleyball	1:00-5:30	Sand Volleyball	None
Bouldering Wall	1:00-5:30	Timber Ridge**	Closed-toe Shoes
Barn Activities (Ping Pong, Foosball, Pool, Air Hockey, Carpet Ball, Board Games)	1:00-5:30	Timber Ridge**	None
Camp Store	3:30-5:30	Point Store	None
Canteen	1:30-3:15	Outside Main Office	None
Youth Leader Wild Woods Tour	4:00-5:00	Meet Shuttle at Foxes	Leaders only

\*Activities may change based on weather      \*\* Shuttle from Foxes Den

# **CHECK LIST FALL YOUTH RETREATS (QUEST, BREAKAWAY, CROSSING)**

Use this checklist to stay organized and prepare your group for Friday Night arrival for your retreat.

It lists 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), labeled as leader/camper, and labeled as male/female based off the campers birth sex.

☐

## **A SIGNED CAMPER & LEADER MEDICAL, MEDIA, & LIABILITY INFORMATION & RELEASE FORM FOR EACH OF YOUR RETREAT GUESTS (ADULTS & STUDENTS)**

Needs to be filled out with every attendee's name (students and adult leaders), with each attendee labeled as leader/camper and male/female based off the campers birth sex.

☐

## **SIGNED 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 register online. PLEASE NOTE: If you are paying by check, only church or youth leaders' checks will be accepted. We cannot accept individual checks from families.

☐

## **ON-SITE VEHICLE FOR YOUR GROUP**

We ask that all church groups keep at least one vehicle on site over the weekend in case you need to transport a student or adult leader to a nearby clinic for medical treatment.



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

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

[illegible]

9

# GROUP ROSTER

\*CONTINUED (MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED)

[illegible]



## MEDICAL & LIABILITY RELEASE / STUDENTS

With the increasing sophistication of our hospital systems, Trout Lake Camps has 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.

**BIG PICTURE:** I understand and certify that my child's 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. 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.

**TO FULLY UNDERSTAND THE SPECIFIC RISKS ASSOCIATED WITH OUR RETREATS AND ACTIVITIES, READ THE BACK PRIOR TO SIGNING BELOW**

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

Name of Child(ren): \_\_\_\_\_

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

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

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

Mobile Phone: \_\_\_\_\_

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

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

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

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

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: \_\_\_\_\_

#### ASSUMPTION OF RISK, RELEASE, AND INDEMNITY:

The use and participation in water activities including but not limited to swimming, canoeing, fishing, giant slip n' slide, water volleyball, hidden river nature trip, kayaking (mangos and tangos), paddle boats, polar plunge, boating, tubing, banana boating, waterskiing, wakeboarding, knee-boarding, water mat, water obstacle course, key logging, waterslides, bouncing on the blob, and the accompanying docks, boat lifts, access points, etc. ('Activities') naturally involves the risk of injury, whether the undersigned or someone else causes it. In addition, the participation in, among other camp activities, including but not limited to, horseback riding, nature hikes, rappelling, high ropes course, outdoor cooking, skateboarding, paintball, disc golf, climbing walls, rock climbing, zip line, slingshot range, mountain bikes, pump tracks, and scooters, sports, 4-square, 9-square in-the-air, basketball, kickball, mini golf, nature hike, parachute games, petting zoo, ping pong, slingshots, soccer, team initiatives, tetherball, wiffleball, archery, bb guns, billiards, dodgeball, skills classes, human foosball, leap of faith, riflery (.22), volleyball, playgrounds, carpetball, evening games, floor hockey, crafts, games, genesis bows, archery tag, climbing wall, cluster activities, ga-ga ball, parkour course, zip line, campfires and exercise also involves the risk of injury, whether the undersigned or someone else causes it. As such, the undersigned agrees that he or she understands and voluntarily accepts this risk and agrees that Trout Lake Camps and Converge North Central (CNC), and any of their staff, employee, contractor, boat driver, chaperone, volunteer, or other representatives and agents of the same (hereinafter collectively 'Released Party') will not be liable for any injury, including and without limitation, personal, bodily or mental injury, economic loss or any damage to the undersigned, the undersigned's spouse, the undersigned's children, guest or relative (hereinafter collectively 'GUEST') resulting from the negligence of Released Party or anyone else participating in activities. If there is any claim by anyone based on any injury, loss, or damage described herein, which involves the GUEST, the undersigned agrees to (a) defend Released Party against such claims and pay Released Party for all expenses relating to the claim including, but not limited to, any and all attorney's fees, and (b) indemnify Released Party for all obligations resulting from such claims. This document shall be construed and enforced in accordance with the laws of the State of Minnesota. Any action at law, suit in equity, or other jurisdictional proceeding arising in connection with this document shall be instituted only in the courts of Crow Wing or Hennepin County, Minnesota.

#### WAIVER OF LIABILITY:

The GUEST agrees to release from all liability, discharge and promise not to take legal action against (i) Released Party; (ii) any other guest, visitor or person present or using the facilities or equipment related to activities; (iii) any designers, manufacturers or installers of the facilities or equipment related to the activities. This Agreement releases Released Party from any liability to GUEST, their heirs, next of kin, assigns or personal representatives for any losses or damages or claims or demand arising out of GUEST'S personal injuries, damage to property or GUEST'S death, even if Released Party's individual or collective negligence contributes to such personal injury, damage or death. The undersigned hereby waives any and all claims or actions that may arise against Released Party, its employees or volunteers as a result of any such injury to any such person. Such risks include, but are not limited to:

1. Injuries resulting from the negligence of the owners, operators, employees, or volunteer assistants involved in the activities; or the negligence of guests, visitors or persons who may be present where the activities take place;
2. Injuries or death resulting from the failure or negligent misuse, by me or by others, related to the activities;
3. Injuries resulting from slips, trips, falls or other such accidents;
4. Injuries resulting from participating in and/or using equipment in connection with the activities; and
5. Injuries that occur from the negligence or lack of adequate training of those volunteers, agents, employees of Released Party, or a Released Party who seek to assist with medical or other help either before or after injuries have occurred.

The GUEST freely and voluntarily assumes complete personal responsibility for these risks and for the injuries that may occur as a result of these risks, even if such injuries occur in a manner that is not foreseeable at the time this Agreement is signed.

#### YOUTH & ADULT FIREARM PERMISSION TO PARTICIPATE:

As the parent/legal guardian I have read Trout Lake Camps' Waiver of Liability. Youth and parent/legal guardian understand the risks involved with shooting activities and parent/legal guardian gives permission for youth to participate in the activity of recreational shooting at Trout Lake Camps.

#### PHOTO WAIVER RELEASE:

I hereby grant the releasee permission to use photographs of GUEST in any of the following: Web-based publications, print advertisements, organization bulletin, social media platforms. I hereby affirm that such release to the releasee does not constitute any form of compensation. I understand and agree that photographs in the possession of the releasee shall become the property of the releasee.

BY SIGNING THE OTHER SIDE OF THIS PAGE, THE GUEST ACKNOWLEDGES THAT HE OR SHE HAS READ THIS AGREEMENT THOROUGHLY AND UNDERSTANDS AND ACCEPTS THE TERMS CONTAINED HEREIN AND THAT NO ORAL REPRESENTATIONS OR STATEMENTS OR INDUCEMENTS HAVE BEEN MADE TO GUEST THAT CHANGE, ALTER OR MODIFY ANYTHING WITHIN THE WRITTEN AGREEMENT. BY SIGNING BELOW THE UNDERSIGNED REPRESENTS AND WARRANTS THAT HE OR SHE HAS THE AUTHORITY TO SIGN THIS WRITTEN AGREEMENT ON BEHALF OF ALL INDIVIDUALS WHOSE LEGAL RIGHTS THIS AGREEMENT CONTEMPLATES TO WAIVE. IN THE EVENT ANY PORTION HEREOF IS HELD INVALID, IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.



## MEDICAL & LIABILITY RELEASE / ADULT LEADERS

With the increasing sophistication of our hospital systems, Trout Lake Camps has 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.

**BIG PICTURE:** 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. 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.

**TO FULLY UNDERSTAND THE SPECIFIC RISKS ASSOCIATED WITH OUR RETREATS AND ACTIVITIES, READ THE BACK PRIOR TO SIGNING BELOW**

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

Church Group: \_\_\_\_\_

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

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

My Mobile Phone: \_\_\_\_\_

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

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

#### ASSUMPTION OF RISK, RELEASE, AND INDEMNITY:

The use and participation in water activities including but not limited to swimming, canoeing, fishing, giant slip n' slide, water volleyball, hidden river nature trip, kayaking (mangos and tangos), paddle boats, polar plunge, boating, tubing, banana boating, waterskiing, wakeboarding, knee-boarding, water mat, water obstacle course, key logging, waterslides, bouncing on the blob, and the accompanying docks, boat lifts, access points, etc. ('Activities') naturally involves the risk of injury, whether the undersigned or someone else causes it. In addition, the participation in, among other camp activities, including but not limited to, horseback riding, nature hikes, rappelling, high ropes course, outdoor cooking, skateboarding, paintball, disc golf, climbing walls, rock climbing, zip line, slingshot range, mountain bikes, pump tracks, and scooters, sports, 4-square, 9-square in-the-air, basketball, kickball, mini golf, nature hike, parachute games, petting zoo, ping pong, slingshots, soccer, team initiatives, tetherball, wiffleball, archery, bb guns, billiards, dodgeball, skills classes, human foosball, leap of faith, riflery (.22), volleyball, playgrounds, carpetball, evening games, floor hockey, crafts, games, genesis bows, archery tag, climbing wall, cluster activities, ga-ga ball, parkour course, zip line, campfires and exercise also involves the risk of injury, whether the undersigned or someone else causes it. As such, the undersigned agrees that he or she understands and voluntarily accepts this risk and agrees that Trout Lake Camps and Converge North Central (CNC), and any of their staff, employee, contractor, boat driver, chaperone, volunteer, or other representatives and agents of the same (hereinafter collectively 'Released Party') will not be liable for any injury, including and without limitation, personal, bodily or mental injury, economic loss or any damage to the undersigned, the undersigned's spouse, the undersigned's children, guest or relative (hereinafter collectively 'GUEST') resulting from the negligence of Released Party or anyone else participating in activities. If there is any claim by anyone based on any injury, loss, or damage described herein, which involves the GUEST, the undersigned agrees to (a) defend Released Party against such claims and pay Released Party for all expenses relating to the claim including, but not limited to, any and all attorney's fees, and (b) indemnify Released Party for all obligations resulting from such claims. This document shall be construed and enforced in accordance with the laws of the State of Minnesota. Any action at law, suit in equity, or other jurisdictional proceeding arising in connection with this document shall be instituted only in the courts of Crow Wing or Hennepin County, Minnesota.

#### WAIVER OF LIABILITY:

The GUEST agrees to release from all liability, discharge and promise not to take legal action against (i) Released Party; (ii) any other guest, visitor or person present or using the facilities or equipment related to activities; (iii) any designers, manufacturers or installers of the facilities or equipment related to the activities. This Agreement releases Released Party from any liability to GUEST, their heirs, next of kin, assigns or personal representatives for any losses or damages or claims or demand arising out of GUEST'S personal injuries, damage to property or GUEST'S death, even if Released Party's individual or collective negligence contributes to such personal injury, damage or death. The undersigned hereby waives any and all claims or actions that may arise against Released Party, its employees or volunteers as a result of any such injury to any such person. Such risks include, but are not limited to:

1. Injuries resulting from the negligence of the owners, operators, employees, or volunteer assistants involved in the activities; or the negligence of guests, visitors or persons who may be present where the activities take place;
2. Injuries or death resulting from the failure or negligent misuse, by me or by others, related to the activities;
3. Injuries resulting from slips, trips, falls or other such accidents;
4. Injuries resulting from participating in and/or using equipment in connection with the activities; and
5. Injuries that occur from the negligence or lack of adequate training of those volunteers, agents, employees of Released Party, or a Released Party who seek to assist with medical or other help either before or after injuries have occurred.

The GUEST freely and voluntarily assumes complete personal responsibility for these risks and for the injuries that may occur as a result of these risks, even if such injuries occur in a manner that is not foreseeable at the time this Agreement is signed.

#### YOUTH & ADULT FIREARM PERMISSION TO PARTICIPATE:

As the parent/legal guardian I have read Trout Lake Camps' Waiver of Liability. Youth and parent/legal guardian understand the risks involved with shooting activities and parent/legal guardian gives permission for youth to participate in the activity of recreational shooting at Trout Lake Camps.

#### PHOTO WAIVER RELEASE:

I hereby grant the releasee permission to use photographs of GUEST in any of the following: Web-based publications, print advertisements, organization bulletin, social media platforms. I hereby affirm that such release to the releasee does not constitute any form of compensation. I understand and agree that photographs in the possession of the releasee shall become the property of the releasee.

BY SIGNING THE OTHER SIDE OF THIS PAGE, THE GUEST ACKNOWLEDGES THAT HE OR SHE HAS READ THIS AGREEMENT THOROUGHLY AND UNDERSTANDS AND ACCEPTS THE TERMS CONTAINED HEREIN AND THAT NO ORAL REPRESENTATIONS OR STATEMENTS OR INDUCEMENTS HAVE BEEN MADE TO GUEST THAT CHANGE, ALTER OR MODIFY ANYTHING WITHIN THE WRITTEN AGREEMENT. BY SIGNING BELOW THE UNDERSIGNED REPRESENTS AND WARRANTS THAT HE OR SHE HAS THE AUTHORITY TO SIGN THIS WRITTEN AGREEMENT ON BEHALF OF ALL INDIVIDUALS WHOSE LEGAL RIGHTS THIS AGREEMENT CONTEMPLATES TO WAIVE. IN THE EVENT ANY PORTION HEREOF IS HELD INVALID, IT IS AGREED THAT THE BALANCE SHALL, NOTWITHSTANDING, CONTINUE IN FULL LEGAL FORCE AND EFFECT.



# 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.

**All adults** on grounds must have completed MinistrySafe Training or another approved sexual abuse prevention training. This training must be renewed every 3 years.

### Why MinistrySafe?

Keeping campers safe is essential to the ministry that happens at Trout Lake Camps. As many as 1 in 5 Americans are sexually abused before the age of 18. With ministries across the country struggling with these issues, Converge North Central and Trout Lake Camps want to do everything we can to train our leaders and volunteers on how to identify the grooming behaviors of those who intend to harm youth. Trout has partnered with MinistrySafe since 2011 to provide training to all Trout staff.

We believe when ministries learn the facts about sexual abuse and sexual abusers, they are better able to protect children and youth in their care. In an effort to keep all campers safe, we are now requiring all adults attending Trout events with any church group to complete MinistrySafe training (or an equivalent) every 3 years.

This document, signed by the head youth leader, indicates that they have read this policy and that they and all other adult leaders present have a current certification in MinistrySafe or an equivalent sexual abuse prevention training:

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Group Leader's Name (Printed)

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Group Name

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Group Leader's Signature

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Date

# IMPORTANT REMINDERS

## PERMISSION FORMS FOR EACH PERSON

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

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

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

## PHONES & CAMP

We realize that every youth group, leader, and parent has different perspectives when it comes to phone use during retreats. During our summer camps, we do NOT allow students to have/use phones, however, in our attempt to serve all our churches, we give group leaders the freedom to set their own expectations when it comes to phone use for their students while on weekend retreats.

## RETREAT BEHAVIOR

Have a supervision plan in place with your adult leaders prior to arrival. There will be free-time activities and unstructured “downtime” between weekend events. We’ve had issues with unsupervised students acting inappropriately, causing intentional damage to camp property and facilities. Students or groups acting with significant disregard for camp rules and other people will be sent home, mid-retreat and/or billed for damages.

## 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

Give 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, please contact our Food Service Director at [RLockhart@TroutCamps.org](mailto:RLockhart@TroutCamps.org) or call our office at 218.543.4565. They will be able to advise you.

Please be aware that Trout’s canteen and snack areas have food containing peanuts and tree nuts. We also cannot control what personal snacks retreat guests choose to bring.





# 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-toe shoes (required for certain camp activities)
- Season appropriate attire
- Casual clothing (It's a jeans and hoodie kind of weekend)
- Warm, outdoor ready, 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 create memories of a full, fun, and meaningful weekend

## Items to Leave at Home:

- Expensive electronics that can get damaged or stolen (laptops, tablets, phones)
- Tobacco products, marijuana or THC 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.
- Pets
- Personal Climbing Gear \*Our staff are only trained to inspect and manage our onsite activity gear