TROUT
LAKE CAMPS

Fall 2026
Winter 2027
Retreat Leader Toolkit

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Contact Information

Phone: 218.543.4565

Registration (saving/updating spots, housing, general questions):
Alex - registration@troutcamps.org

Program Details (speaker, band, schedule, theme details):
Hannah - hbruns@troutcamps.org

Food Service (allergies, alternative options, menu):
Rick - rlockhart@troutcamps.org

PRIORITY REGISTRATION PROCESS

For all Fall and Winter Youth retreats

RETURNING GROUPS

STARTING MAY 14 (9:00 AM)

Check availability and reserve your weekend by emailing registration@TroutCamps.org

NEW GROUPS

STARTING MAY 28 (9:00 AM)

Check availability and reserve your weekend by emailing registration@TroutCamps.org

SUMMER

Reach out to Alex (registration@troutcamps.org / 218.543.7516) with any questions or potential changes to your reservation. Subject to availability.

You'll receive a registration link **one week before priority registration opens** online.

FALL PRIORITY REGISTRATION

SEPT. 10—24

Claim your spots and pay in full.

WINTER PRIORITY REGISTRATION

NOV. 30—JAN. 4

Claim your spots and pay in full.

FALL REGULAR REGISTRATION

SEPT. 25

Any priority registration spots that have not been paid for will be released to the public on this day

WINTER REGULAR REGISTRATION

JAN. 5

Any priority registration spots that have not been paid for will be released to the public on this day

AFTER PRIORITY REGISTRATION CLOSES

Any reserved spaces that are not confirmed and paid for during the priority registration window will no longer be saved for your youth group.

If you would like to add spots, call the office to check for availability. We will make a waiting list for churches who want to add to full weekends. If you need to cancel spots, please call the office. Our cancellation policy is 50% nonrefundable until 1 day before the retreat.

Registration Information

Priority Registration: Spring/Summer

In order to help guarantee a fall/winter weekend in advance, groups are able to make a reservation in the spring without committing to payment and final numbers. Returning groups can request spots for a weekend starting May 14th and new groups can request spots on May 28th. Contact Alex to see availability or to reserve a weekend: 218.543.7516 / registration@troutcamps.org

We ask that churches save a reasonable number of spots for their group: typically, this is their most recent registration number plus up to 10% (unless special circumstances may result in larger growth, such as a large incoming class or merging with another church).

Because we serve large and small groups and churches (150+ to less than 5), we can not always predict when a weekend will fill. We recommend reaching out as soon as possible on those Priority Registration dates to save spots. If a weekend fills before a group reaches out, we will add the group to a waitlist and inquire about a second-choice.

Online Registration: Fall/Winter

Online registration will take place from September 10-24 for fall retreats and November 30-January 5 for winter. This is when the group leader may log in or create an account and secure spots for their group, complete with payment (up to the number of spots they reserved in advance). Any spots that are not registered and paid will no longer be saved at the end of the online registration window (spots will be released for fall retreats on September 25th & winter retreats on January 5th). A direct link will be emailed one week before the online registration window begins.

We will only need the numbers of attendees (leaders/students, male/female), not individual names. The online registration will require payment in-full (card or ACH payments). If a church needs to pay by check, they may call to register. Cost is $162 per student and $111 per leader.

Updating Numbers

At any point, to update numbers (saved spots or online registrations), please reach out at the contact information above and we will make updates as long as there is availability.

After Registering Online: Refund Policy

Any lowered numbers are 50% refundable until the day before the retreat begins. Any cancellations after that point are nonrefundable.

Important Details

Adult Leader Requirement

Groups must maintain at least a 1:7 adult to student ratio. At least one 18+ leader must be in each cabin with their students. Groups bringing male students must bring at least one male leader and groups bringing female students must bring at least one female leader.

Phones at Camp

During our summer camps, we do NOT permit students to have or use their phones, however, for the fall and winter retreats, we allow group leaders to set their own expectations for phone use at retreats. This allows each group to shape the event as needed to serve their attendees.

Retreat Behavior

Leaders are responsible for supervising students during retreats. There will be free-time activities and unstructured "downtime" in the weekend schedule. 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.

We hope that leaders attending these retreats will help their students grow by spending time engaging in camp's activities and praying with their students, as well as ensuring that they are following Trout's rules, respecting their surroundings and fellow campers, and getting to sleep at night.

Trout is also not a "pranks camp." Pranks distract from the ministry focus of the weekend and we ask that leaders help discourage pranks within their groups.

Medications at Camp

Groups' leaders are in charge of monitoring and/or dispensing their students' prescription medications or other medical needs. We do provide nurses onsite for weekend retreats to assist in emergencies, connect attendees with local clinics and ERs, and help provide simple first aid items.

Food Allergies and Special Diets

If anyone (student or leader) in attending has food allergies or other dietary needs, please have them reach out to our Food Service Director, Rick, at rlockhart@troutcamps.org as soon as possible.

While the kitchen is peanut free, please be aware that Trout's canteen and snack areas have food containing peanuts and tree nuts and we are unable to control which snacks other attendees choose to bring.

Friday Night Checklist

Use this checklist to stay organized and ensure that you have everything you need for check-in on Friday night. All required forms are on the following pages.

- [ ] **GROUP ROSTER**
  Roster must be filled out with each attendee's name, labeled as Leader or Student, and Male or Female (based off birth sex).

- [ ] **SIGNED STUDENT AND LEADER MEDICAL/MEDIA/LIABILITY RELEASE FORMS**
  Each attendee (leaders and students) must have a form complete with a signature (parent/guardian signature for attendees under 18).

- [ ] **SIGNED LEADER SAFETY FORM**
  This form only needs to be completed by the head leader organizing the retreat for their group. It acknowledges that every 18+ leader with the group has completed MinistrySafe or an equivalent abuse prevention training.

- [ ] **ON-SITE VEHICLE FOR YOUR GROUP**
  We ask that each group keeps at least one vehicle on-site during the weekend that they can use in the event that one of their attendees needs off-site medical care.

- [ ] **PAYMENT**
  If your group did not pay for your registered spots online and are bringing a check, please ensure that this is brought to check-in or mailed before the weekend begins. Note we can not accept checks or cash payments from individual families.

Group Roster

Group Name: _____ City/State:_____

Leader's Name: _____ Group Total #:_____

Is this the group's first time attending a retreat at Trout? Circle: Yes / No

Attendee Name	Leader(L)/ Student(S)	Male(M)/ Female(F)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
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26.		
27.		
28.		
29.		
30.		

*If group is larger than 30, make copies of this page as necessary

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/St/Zip: _____

Print Parent/Guardian Name(s): _____

Mobile Phone Number(s):_____

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

Contact Name: _____

Relationship to Student: _____

Phone Number: _____

May we administer over-the-counter medicines (ex: ibuprofen, acetaminophen, 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:

Parent/Guardian Signature: _____ 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, gaga 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 me 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: _____

City/St/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, gaga 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.

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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.

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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:

_____ _____

Group Leader's Name (printed) Group Name

_____ _____

Group Leader's Signature Date

If you become aware of a MinistrySafe incident (any event involving emotional, physical, or sexual abuse) within your group at Trout Lake Camps or during a Trout Lake Camps event, you are required to report the incident to the Trout's executive staff within 7 days.

Fall/Winter Retreat 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 clothes/coats, including hat and gloves or a rain jacket as needed
- Cash to purchase extra treats and camp souvenirs
- Completed Medical & Liability Release form signed by legal parent/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
- To connect with God in meaningful worship times
- To grow closer to your youth group
- To create memories of a full, fun, and meaningful weekend

Leave at Home:

- Expensive electronics that can get damaged or stoles (laptops, tablets, phones)
- Tabacco 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/guardians
- Pets
- Personal climbing gear (our staff are only trained to inspect and manage our onsite activity gear)