

# 2022 Wisconsin District Family Camp

## Staff General Information

(Every Person MUST Be Registered)

Camp dates are **July 3-July 8, 2022**

### New This Year

- Completely On-Line
- No forms to physically return
  - a. No Registration Form to Sign & Return
  - b. No need to have your pastor sign, the District Office will contact your pastor
  - c. Health Screening Forms are now fillable and able to submit on-line
- Some of the large private dorms will be divided into half for more lodging options



Read the **CAMP RULES & Guidelines**. **They have changed!**

Please log in to your Access ACS website or scan QR Code to register. You can also go to [upciwisconsin.church](http://upciwisconsin.church) after May 5, 2022 to register there. Registration is ALL on-line. No paperwork to return. If you have any questions, please read these instructions **carefully first** and if you still have questions, please feel free to contact the district office. You will no longer need a pastor's signature, but a *pastor affiliated with the Wisconsin District UPCI must still approve your attendance to Family Camp. Your pastor will be contacted by the district office for his approval of all registrants that will be staying on your campsite. Any changes to an application must also be approved by your pastor or by direct communication with the Camp Registrar.*

- DUE DATE:** Staff must register on-line & either pay on-line or send check made payable to WI District UPCI by **May 31**.
- COST:** **Free for Staff** (see Family Camp Staff Payment Form for cost of family members of staff)
- LODGING:** Staff will be assigned to a room or group dorm depending on availability. Registered campers will be considered first. The District Office will take requests for specific rooms and camp sites, and do our best to accommodate, but unfortunately, can NOT guarantee the requests.
- AGES:** Staff must be at least 18 years old (See Special Note below)
- Kitchen/Canteen:** Must be 18 years or older to volunteer for food service.
- Special Note:** On a per applicant basis, and with a signature by applicant and parent/guardian that is on our camp staff application form. A child 12 or older may be allowed to volunteer for food service. We as WI District camp will follow the Department of Work force Development – Equal Rights Division's working minor's guideline ERD-9212-P.
- GOT CHILDREN?** Staff wanting to bring children under the age of 18 must have a babysitter in place and receive special permission from the Camp Registrar, Sis. Paula Herman.

### **MUST BE COMPLETED FOR YOUR REGISTRATION TO BE COMPLETE:**

- Register on-line on your Access ACS log-in or scan the QR Code. You can also go to [upciwisconsin.church](http://upciwisconsin.church) after May 5, 2022 to register there)
- Your pastor will be contacted for his approval by the Camp Registrar & we must hear back from him before approved.
- Staff Background check will be completed with questions answered during your on-line registration. No signatures needed.
- Universal Camp Health Screening Form will be available during your on-line registration (You are now able to fill out the Health Screening Fillable Form <https://form.jotform.com/221034248239047>) **ONLY ONE NEEDED FOR ALL THREE CAMPS**
- Staff who bring children under the age of 18 or non-staff spouses must pay a fee.

### **REGISTRATION/DISMISSAL**

- Workers need to be available to report to their department head on either **Saturday, July 2nd or Sunday, July 3rd** (Depending on where you are placed) to receive further instruction for the week
- Workers must pass a head check for lice as part of the registration process
- Workers are responsible for cleaning rooms and campgrounds before leaving at the end of camp

### **JOB DESCRIPTIONS**

**DORM COUNSELOR for 17 & under (must be 21+)** – A Family Camp dorm counselor will have students ages 17 & under.

**DORM COUNSELOR FOR 18+ (must be 21+)** -A Family Camp dorm counselor will have students ages 18 & over.

**KITCHEN** – A worker involved in the kitchen will assist in the preparation, serving, and cleanup of meals at camp.

**CANTEEN** – A worker involved in the canteen will assist in the operation of the canteen snack stand during camp.

**SANITATION** – A worker that is part of the sanitation crew will be responsible for maintaining the cleanliness of the campgrounds through camp. This includes cleaning bathrooms, taking out trash, and other miscellaneous sanitation duties. ALL Kitchen, Canteen & Sanitation staff are required to have sturdy closed toed shoes to wear while performing duties. Flip-flops and sandals are not to be worn while working in these areas by WI Health Department Law.

### **Services**

Camp staff members are expected to be in services as much as possible. It is understood that some parts of your job may interfere with being on time for services, but skipping service is not acceptable.

If you have any questions, contact Sis. Paula Herman at the District Office at (608) 495-6300 or e-mail her at: [widistrictsec2sec@gmail.com](mailto:widistrictsec2sec@gmail.com) w/ *Family Camp in the subject line.*

# Wisconsin District UPCI— Family Camp Info & Guidelines

## REGISTRATION

1. All registrations must be submitted on-line, including payment, no later than **June 12 or incur a \$20 late fee.** (Staff Forms deadline is May 31)
2. All registrations must be approved by a Pastor affiliated with the WI District UPCI. Any changes to an application must be approved by the Pastor or by contacting the Camp Registrar. Your pastor will be contacted by the District Office for their approval.
3. Attendance in the morning and evening services is expected.
4. No lodging or sites will be reserved until full payment is received by the Registrar along *with* a signed registration form or completed online.
5. Persons of the opposite sex may not room together unless married or related family members. This includes all RV sites, tent sites, and rooms.
6. Check out time for all sites/dorms is 1:00 pm. If the site/dorm is not cleaned and vacated on time, a late fee of \$10.00 will be applied.
7. Should lightning strike the campground, the WI District UPCI is NOT responsible for damage done to RVs or appliances. A surge protector is strongly recommended. You are encouraged to unplug appliances when not in use.

## RV SITES/TENT SITES

1. Those who plan to park an RV in the RV park, or set up a tent in the tent site, must register. Pre-registration is required for those who wish to check-in on **Saturday** before camp begins. *Add'l charges will be added for Saturday. Early check-in can be no earlier than 12:00 Noon Saturday.*
2. The person registering for any site must be 21 years of age or older and be part of the group staying at that site. The registered person assumes full responsibility for the entire group.
3. All trash from trailer/tent areas should be put directly in the dumpsters located east of the office area, near the silo. Please **DO NOT** place your trash in the restroom receptacles. Under NO CIRCUMSTANCES should anything be left behind on check-out day that the campground needs to pay for disposal of. (Example: microwave, refrigerator, grill, carpet, LP tanks, etc.) If so, the registered person will be charged for disposal.
4. An RV dump station is located near the Pines restrooms. Please contact the caretaker if you need assistance.
5. Campfires are permitted as long as they are contained in an acceptable container (e.g., fire-pit or grill) It is NOT PERMISSABLE to transport firewood onto to campgrounds from outside areas due to the spread tree diseased. (See attached Firewood Movement document)
6. Firewood may be purchased on your registration form or contact the Camp Office.
7. PLEASE DO NOT burn garbage in the firepits.
8. Only 2 vehicles max are allowed at each site in the RV park that you have registered for. . Any additional vehicles can park in the parking area near the tabernacle.

## ROOMS/DORMS

1. Single persons must be at least **21** years old to rent an adult room . A married couple under 21 may rent an adult room.
2. When renting an adult room/dorm, you will need to bring: all bedding (bed pad, sheets, blankets), towels, toiletries, modest clothing for trips to and from the shower/restroom areas. Bed sizes are double, with most rooms also including twin bunks.
3. Beds or furniture MAY NOT be moved from room to room. If it is Necessary, permission from the office is needed first.
4. Check-Out: Rooms/Dorms must be cleaning prior to check-out. This includes: vacuum/sweep, empty trash, close windows, turn off lights & AC/Heat, remove ALL personal items (including under the bed), remove all food from refrigerator, and clean sink, if applicable. All rooms will be inspected after camp and a fee of \$25.00 will be charged for any rooms/dorms left uncleaned.
5. If there are repairs or concerns with your room, please report them to the camp office in writing on the check-out list that will be posted on your door before the end of camp. Check-out forms should be left at the camp office before leaving the campgrounds.
6. If there are issues with any restroom or shower area, please contact the camp office during the day, or security personnel at night.
7. All registered persons are required to lodge in the room/dorm assigned to them at the time of registration. In the event a change is desired, it must be approved by the Camp Registrar prior to relocating.

8. If you rent a dorm room, you may not store personal items in another empty room that you have not paid for.
9. **Meal tickets MUST** be purchased if you are in a dorm room. No reduction in rates will be given if you choose to eat meals off-site. Meals are served for 45 minutes after meal time begins. Please be considerate of the kitchen staff and be on time. Shoes are required (*by law*) to be worn in the dining room.

## STAFF

1. All staff must fill out proper health screening forms on-line and will undergo a professional background check conducted by an appointee of the WI District UPCI.
2. Staff may arrive at camp early only if approved by the camp registrar and only if it is necessary to work prior to camp beginning.
3. **Staff will be assigned to a room or group dorm depending on availability. Registered campers will be considered first.**
4. Staff members receive complimentary lodging. Their spouses and children must pay registration rates as listed the on the "Family Camp Staff Payment Information" form unless they are *working* staff.
5. Staff members may bring a tent/trailer for housing. Those on the site who are not staff will be expected to pay registration rates as listed on the "Family Camp Staff Payment Information" form unless they are *working* staff.
6. Staff members are expected to attend services as their work schedule allows. Dept. heads will determine schedules for each staff member in their area.
7. Kitchen, canteen and sanitation workers are REQUIRED by the WI Health Department code to have sturdy close-toed shoes. Tennis shoes are acceptable, but a leather shoe is preferred.
8. **GOLF CARTS** are provided for certain staff. **Drivers of golf carts must be 18, insured, and have a valid drivers license. This will be strictly enforced.** Each staff member will be required to sign an agreement that carts will not be misused. Staff will be assigned a cart as determined by the camp office. **The cart may NOT be driven by ANYONE unless permission received by the Camp Registrar. By signing the agreement form, you are accepting ALL LIABILITY for that cart assigned to you.**

## MEDICAL SCREENINGS—ALL campers under 18 years old & ALL Staff

**All** kitchen personnel, counselors, administrative personnel, and people under the age of 18 staying on the campground must complete a health screening form. The Health Screening form is available during the on-line registration process or on [upciwisconsin.church](http://upciwisconsin.church) and must be submitted 3 weeks prior to camp. It will be kept on file on the campgrounds for 12 months. The Health Screen form is required by the State of WI Dept. of Health & Social Services.

**CURFEW-ADULTS STAYING IN DORMS, TENTS OR RVs:** After lights out has been announced for single dorm areas, campers are required to be in their dorms, tent or trailer. Loud talking or excessive noise will not be tolerated. Camp security has the right to determine "lights out time" and to allow exceptions to responsible adults.

**CAMPERS UNDER 18 IN DORMS, TENTS & TRAILERS-**All single dorms will be provided with sign-out sheets for those wishing to leave the grounds in the afternoon.

Single campers, under the age of 18, **not accompanied by a parent or guardian**, must have written consent from a parent or legal guardian beforehand. This must be given to the camp office before permission to leave the camp ground will be granted. Forms for parent or guardian permission may be obtained from the Camp Registrar. No one under the age of 18 may leave the campgrounds **after evening service** unless accompanied by a parent or the authorized guardian named on the written consent form.

Each camper under 18 years old is to be in their dorm will all lights off once "Lights Out" is announced over the public address system. Camp security/staff will make a nightly check of each group dorm.

If a parent or guardian is on grounds young people that have proper authorization may leave, but must be back on campground by 12:00 am.

**SINGLE CAMPERS OVER 18** are permitted to leave the campgrounds after the evening service; however, they must register the **sign-out sheet and be back in the dorm by 1:00 am.**

**All visitors to the campgrounds must leave by 1:00 am.**

**CHRISTIAN CONDUCT**

Conduct should always be that which is becoming to a Christian. Since Christian conduct is the Bible's rule and subject to interpretation, the Camp Administration reserves the right to define "Christian Conduct."

1. Unmarried couples are not permitted beyond the mowed camp area. At night they must stay within the lighted zones.
2. Boys are not permitted to escort girls to their dorms and vice versa.
3. Phones & devices that play music are acceptable as long as music glorifies God and keep noise levels comfortable for those around you. Devices used to play ungodly music/videos etc. can be confiscated.
4. Televisions are not permitted.
5. All campers wishing to sing in the camp choir must comply with the camp dress code policy. Both men and ladies shall follow the applicable guidelines of the WI District Music Ministry.

**PETS**

NO pets are allowed during family camp except registered service dogs, trained for the physically impaired or search and rescue dogs. Any pets found will be asked to be boarded in town at the owners expense.

**LAUNDROMAT**

There is a public laundromat located on the east side of the dining hall. Please do not leave your laundry unattended for long periods of time. If a problem arises, do not remove another's laundry from the machines, please contact the office staff to resolve the matter.

**TELEPHONE**

*There is a phone in the office to use in case of emergency.*

**CAMPFIRES**

All campfires are to be confined within an approved grill or "firepit." Firewood is available for purchase at the camp store or can be ordered at the office. Firewood is not allowed to be brought onto the campgrounds. Please do not burn garbage in the fire pits. There is a public fire pit near the volleyball courts, and the camp caretaker will start a fire for you in that location.

**FIREARMS & FIREWORKS**

Absolutely no guns, bow & arrows, or weapons of any other kind are allowed on the campgrounds. Fireworks (legal or illegal) are not permitted on the campgrounds. Authorized camp personnel are permitted to search the living quarters and vehicles of suspected violators. Any violator will forfeit the privilege of attending any of the District Camps for the balance of the year in which the violation occurs and for the following year.

**SMOKING, ALCOHOL, DRUGS**

Smoking, alcoholic beverages and recreational drugs are not permitted on the campgrounds. Authorized camp personnel are permitted to search the living quarters and vehicles of suspected violators. Any violator will forfeit the privilege of attending any District Camps for the balance of the year and the following year.

**NURSES STATION (Infirmary located in the camp office complex)**

- Medical staff is on-duty at all times.
- Office hours will be clearly posted.
- If you have an emergency off-hours, contact the camp office, security or kitchen staff who will locate medical personnel.
- Those under 18 years old, without a parent on grounds, and who have prescription medications, are required by WI State law to store their medications in the camp Infirmary and medical staff will administer it at the prescribed times.

**TRAFIC & SPEED LIMITS**

1. The speed limit is 5 miles per hour on all camp roads.
2. Motor vehicles with excessive muffler noise are not permitted on the campgrounds.
3. No person is allowed to ride on the exterior of any motor vehicle, example: trunks, hoods, etc.
4. All vehicles must display a registration parking permit. The permit must be placed on the rearview mirror facing forward.

**REGISTERED CAMPER DRESS POLICY**

**Everyone:**

- Clothing with suggestive or inappropriate logos or slogans is not to be worn.
- Clothing with writing on the buttock area, earrings, body piercing, bracelets and necklaces should not be worn. Only promise, engagement and wedding rings are allowed.
- Bracelets that hold medical info are also allowed.

**Ladies:**

- Skirts and dresses should fall below the knee
- Inappropriately tight or ripped clothing is not allowed.
- Necklines should be modest and abdomens should not show with movement.
- No sleeveless or capped sleeve tops are permitted.
- Pants, gauchos, shorts (even baggy shorts), should not be worn. Modest culottes, below the knee may be worn during times of recreation.

**Men:**

- Shorts, cut-offs, capris and inappropriately tight or ripped pants are not to be worn.
- Muscle shirts, tank tops & capped sleeves are not to be worn; in addition, the abdomen should not show with movement.
- Hair is to be an appropriate short length. If staff feels hair is unacceptable, they may ask that it be cut.

**CAMP AND PERSONAL PROPERTY**

- Benches, chairs and tables around the campground should not be moved without permission of camp staff.
- Graffiti to camp property is not accepted. Violators may be prosecuted.
- Please keep your valuables with you or locked in a vehicle at all times. Security regularly patrols the campgrounds during all services and throughout the night.
- The camp is not responsible for personal property that is misplaced or stolen due to it being left unattended.

**WHAT TO BRING:**

*The following list contains suggestions for what to bring to camp for a pleasant stay.*

**Adult Dorm Room or Group Dorm**— sheets (*bed pad if desired*) double for adult room, twin for group dorms, sleeping bag / blanket, pillow, towels, alarm clock, extension cord , fan, cooler.

**Clothes:** Casual clothes for morning services and during the day, moderately dressy clothes for evening services. Nights at camp get chilly, so a sweatshirt or light jacket is recommended.

**Personal Care Items:** Appropriate robe as you must go outside to use most bathrooms, shower shoes/flip flops, deodorant, shampoo, soap, towels, toothbrush, men: razor etc.

**Miscellaneous Items:** Bug spray, sunscreen, umbrella, hand held-fan for church, Kleenex, safety pins, clothes pins.

**Recreation:** sand volleyball courts, horseshoe pits, a 9-hole disc golf course & mini golf course (discs & golf clubs/balls available at the camp office), baseball field, obstacle course, BMX bike track, playground area for children. Bikes may be ridden on roads on the campgrounds and on the BMX track. There is also a public camp fire ring. Activities may be planned for children in the afternoon near the volleyball courts. In case of rain, listen for announcements.

# 2022 Family Camp STAFF Payment Information

(For Non-Staff Family Members-STAFF IS FREE)

(Must Register On-Line. This can be used as a worksheet if needed)

Staff (any age)	<b>FREE</b>	
Children ages 0-2	Free	
Children ages 3-6	\$30 each	\$ _____
Children ages 7-11	\$45 each	\$ _____
Children ages 12-17	\$95 each	\$ _____
Unless working in area near parent, must be pre-approved by Camp office		
Children ages 18+	\$95	\$ _____
		<b>TOTAL: \$ _____</b>

PAYING BY CHECK OR MONEY ORDER POSTMARKED BY MAY 31

Enclosed is a check/money order in the amount of: TOTAL:\$ \_\_\_\_\_

Make payable & send to: WI District UCPI

PO Box 670

Reedsburg, WI 53959

OR:

PAYING BY CREDIT CARD OR DEBIT CARD:

1. You should have paid at the end of your registration process on-line. If paying on-line after the registration process, but before May 31, pay on ACS or scan the QR Code below and click on "All Other Giving" and choose *Family Camp Reg: Fees*

If you are not a member of Access ACS and want to become a member to make registrations/payments easier in the future, please call Sis. Herman at the District Office to assist you to become a member of Access ACS.



**WISCONSIN DISTRICT - UPCI**  
**2022 FAMILY CAMP**  
**SCHEDULE**

7:00 AM	<b>Prayer</b> <i>Under the direction of Rev. Don Rogers</i>	Sanctuary
8:15 - 9:00 AM	Breakfast	Dining Hall
9:30 AM	Pre-Service Prayer	Sanctuary
10:00 AM	<b>Morning Bible Class</b> <i>Morning Bible Teachers—Terry &amp; Melani Shock</i>	Sanctuary
	<b>Children's Classes</b> -Ages potty trained-age 5 <i>Children may be brought to class at 9:50 a.m. All classes will be dismissed at 12 Noon. Small children are to be picked up by their parents ONLY!</i>	Dining Hall - West
	<b>Children's Church</b> -Ages 6-11	Chapel
12 Noon	<b>Choir Practice</b> <i>Immediately after morning service Directed by Stephanie Kingsbury</i>	Sanctuary
4:15—5 p.m.	Supper – Served until 5 p.m.	Dining Hall
7:00 PM	<b>Evening Service</b> <i>Evening Evangelist (Mon-Wed)— Raymond Woodward Evening Evangelist (Thur-Fri)— Stan Gleason</i>	Sanctuary
7:00 PM	<b>Children's Church</b> Ages 5-11 <i>Children's Evangelists— Josh Combs, Manchester, CT</i>	Chapel

***Special Services:***

Sunday Evening:	PI Graduation
Tuesday Evening:	Ladies Ministries
Wednesday Morning:	Children's Ministries
Wednesday Evening:	Ordination Service
Thursday Morning:	Global Missions
Thursday Evening:	North American Missions
Friday Morning:	Appreciation Service

***NOTE:***

*Be sure to take time during this week to check out the great 9 hole disc-golf course & mini golf.*

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*NOTE: No restaurants will be staying open late for us. Stay on the grounds during the afternoon and evening and check out the canteen's new menu for lunch and for great late night munchies!*