

Circle Six Baptist Camp Registration Procedures



Group Registration Form and Deposit

Send in a **CHURCH** check by mail to PO Box 976, Stanton, TX 79782, **OR** pay by credit card through Campwise with your **nonrefundable** deposit of \$50/camper and \$50/sponsor after filling out the Group Registration Form online. Parents/legal guardians of students, as well as sponsors, must fill out the Individual Registration forms **before midnight on May 20th** or else their deposit and spot are lost. Spaces are reserved by sending in deposits, but students are not **registered** until a parent/legal guardian fills out the Individual Registration Form online. **No campers/sponsors can be added after May 20th.**

Substitutions of the same gender will be allowed for a \$50 fee. Substitutions must register online, **and in the comments of the online registration**, name the individual being subbed for. **No substitutions closer than two weeks to the start date of camp. ABSOLUTELY NO ADDITIONS AFTER MAY 20TH.**

After we receive your Group Registration request and deposits, you will be approved for individual registrations in Campwise.



Individual Online Registration

Instructions for this process will be sent to the group leader after the deposit is received. To secure those spaces, which have been reserved for your group, fill out a Camper Registration Form for each camper and sponsor attending. **Parents/legal guardians of individual campers will be able to go online to register by filling out this form separately.** It is important to note that a parent/legal guardian **MUST** fill out this form on behalf of the camper. A minor (person under the age of 18) is not permitted to do so.



What you need to bring to camp with you:

- Final Camp Payment:** We will only accept a church check. This must be paid before the start of camp.
- Church Letter of Recommendation**
- Background checks and training for ALL SPONSORS:** Each and every sponsor attending with your group **MUST** have all three of the following items:
 - Sex Offender Registry** - <https://sor.dps.texas.gov/PublicSite/> . Search-each sponsor must have documented search with “no results found” printed from this website. Any result from this search will disqualify this adult from serving as a camp sponsor. **These checks must be run ANNUALLY.**
 - Criminal History Check** - The church must perform and present a background check for each sponsor attending camp. There are several criminal history background check sites available from insurance companies or other organizations. If your church uses one of these, you can do a background check there. This can also be obtained from <https://publicsite.dps.texas.gov/ConvictionNameSearch/>. Certain convictions will preclude an adult’s eligibility as a sponsor. From the Texas Youth Camp Code, Subchapter B, Rule 265.12:

Youth camps shall not employ paid or unpaid staff members or volunteers at a youth camp, or permit any person to have unsupervised contact with campers other than their own children, if the person has the following types of criminal convictions or deferred adjudications: a misdemeanor or felony under Texas Penal Code, Title 5 (Offenses Against the Person) excluding a Class C misdemeanor under §22.01 (Assault), Title 6 (Offenses Against the Family), Chapter 29 (Robbery) of Title 7, Chapter 43 (Public Indecency) or §42.072 (Stalking) of Title 9, §15.031 (Criminal Solicitation of a Minor) of Title 4, §38.17 (Failure to Stop or Report Aggravated Sexual Assault of Child) of Title 8, or any like offense under the law of another state or under federal law.

Circle Six personnel will **no longer be running these checks for you at registration**. It is the duty and responsibility of each church to complete **ALL** checks for **ALL** sponsors **prior to the first day of camp. These must be run ANNUALLY.**

- Abuse Prevention Training** - This curriculum is available on the Circle Six website. The group leader will be responsible for scheduling training for all sponsors and bringing a **current** certificate of completion to camp. This training is valid for 2 years. A copy of this certificate must be provided each year.



UPON ARRIVAL AT CIRCLE SIX:

Check-In: only one person (adult leader/sponsor) should report to the auditorium to check your group in for camp. That person will do the following:

- Finalize camper and sponsor list with Circle Six staff**
 - When you arrive, please make sure that you have an accurate count and list of attending students and leaders. **Anyone not properly registered will not be allowed to stay at camp; if you show up with a camper who is not registered, it will be your responsibility to get them home immediately, at your expense.**
- Church Letter of Recommendation**
 - Please make sure this is signed by **BOTH** the group leader **AND** lead pastor of your church. Recommendation letters can be found on the Circle Six website.
- Sponsor Documentation**
 - Please make sure each adult leader has a **PRINTED** copy of a background check, a sex offender check, and proof of Child Protection Training. These printed copies will be turned in to Circle Six staff at check-in.
- Final Camp Payment**
 - An invoice with your total will be sent prior to your arrival at camp. Please reach out to circlesixbaptistcamp@gmail.com for any questions or concerns prior to the start of camp.
- Medication**
 - The camp nurse will be present at registration to receive medication.
 - Instructions for medications can be found on the camp website.
 - All medications must be in their original containers and come with a completed medication administration form. Both items should be in a clear Ziploc bag.**
- Receive Items Needed for Camp:**
 - Lodging assignments
 - Meeting space assignments (to be used for church group times)
 - Camp curriculum booklets
 - Name tags