

Registration Info

Retreat Cost

Youth \$170—Adult mentor \$100. Members of your group will pay the church and final payment to camp will come from your church. Final payment is due to camp 2 weeks prior to arrival.

Reserving Space

Reserve space for your group now! Call Ryan at 715-268-8434 or email ryanb@campwapo.org. A non-refundable \$25/spot deposit is required to reserve spots. You can make a deposit online or mail a check. Additional spots can be added as space allows.

Additional Charges

Cancellations within two weeks of retreat will be charged \$50/spot.
Cancellations at retreat/unfilled spots will be charged 100%.
Any group not paid in full by departure will be charged a \$100 late payment fee.

Mentors/Chaperones/Church Staff

For each gender you must maintain a ratio 1:7 but may not exceed a ratio of 1:5. (Example 18 Boys would need at least 3 male mentors but cannot exceed 4.) Church Staff will be housed with youth and are included in the ratio above.

Background Checks

All staff, mentors, or participants 18+ in a leadership role must have a complete multistate/national criminal background check and sex offender registry check. Complete the Background Check form on your adult volunteers/staff. If your church does not do background checks we can complete them for \$25 per person.

Camper Registration

After spots are reserved you will have a link to send to your participants. All participants, both youth and adult must complete the registration prior to arrival. All campers and adult mentors will sign the Camp Wapo Release and Expectations.

Housing

Housing is assigned based on your reserved numbers. You will receive your housing assignment when you arrive. If your group does not fully fill a cabin, another group and mentor may be added to the cabin. Most housing is designed for 8 people (7 youth and 1 mentor).

First Aid

Camp Wapo is **NOT** providing First Aid for this event. Each church/group **MUST** provide a first aid kit and manage medications and first aid needs for their group. Participants will have signed Wapo's emergency release allowing emergency treatment if needed. The Amery hospital is 5 miles from camp (715) 268-8000.

A well stocked first aid kit should include: adhesive tape, gauze, elastic wrap bandages, Band-Aids in assorted sizes, instant cold packs, cotton balls and cotton-tipped swabs, disposable non-latex examination gloves (several pairs), scissors and tweezers, hand sanitizer, antibiotic ointment, thermometer, hydrocortisone, benadryl, Tylenol, Advil.

Please also bring a **lockable store container** for any medications that you may be in charge of for your group.

Packing List

Please write camper's name on all items

- ☐ bible, pen and notebook
- ☐ sleeping bag/bedding (twin) & pillow
- ☐ clothing appropriate for the current weather
- ☐ warm jacket, hat and gloves/mittens.
- ☐ more than one pair of shoes
- ☐ towel for shower, soap, shampoo
- ☐ water bottle
- ☐ Sunscreen, bug repellent
- ☐ Toothbrush, toothpaste
- ☐ Money for camp store/canteen

In striving to create a positive environment for all members of our camp community, staff and campers should bring clothes that would be appropriate in a school setting. Clothing must allow staff and campers a full range of motion—sitting, bending, reaching, running, rescuing etc - without requiring perpetual readjustment. The individual should feel comfortable, and clothing should not pose a distraction to the wearer during camp activities.

What Not To Pack

- ☐ cell phones
- ☐ headphones/earbuds/gaming systems
- ☐ lighters/matches
- ☐ weapons/knives/fireworks
- ☐ non-prescription medications unless turning in as a medication
- ☐ illegal drugs or alcohol
- ☐ personal sports equipment
- ☐ animals
- ☐ Items containing nuts
- ☐ clothing or jewelry that you would be sad to lose.

Any of the above items brought to camp will be held by staff and returned at the end of the retreat. We reserve the right to search personal belongings, with the camper present. Illegal drugs, tobacco, alcohol, knives, firearms, fireworks or anything that might be perceived as a weapon are not tolerated at camp. The camp staff may require any person found with these items to leave camp. Parents are responsible for coming to get any child being sent home with no compensation or refund.

Retreat Schedule (subject to change)

Friday

6:45-8 PM Arrival—Check-in (Dining Hall)
 8:00 Games & Adult leader meeting
 8:30 Large Group Session #1
 9:30 Congregation Time
 10:00 Campfire/Hangout time (s'mores/snacks)
 10:45 Devotions in church groups/cabins
 11:15 In Cabins
 12:00 Lights out

Saturday

8:30 Breakfast
 9:15 Large Group Session #2
 10:15 Congregation Time
 11:00 Field Game/Mighty Mighty
 12:00 Lunch
 12:45 Activity
 1:30 Bubble Soccer (weather permitting)
 2:15 Afternoon activities
 4:45 Cabin time/dinner prep
 5:00 Dinner
 5:45 Large Group Session #3
 6:45 Congregation Time
 7:15 All Camp Game

8:15 Campfire Worship
 8:45 Snack
 9:00 Night Activity/Game
 9:45 Hang-out in Crossfire Chapel
 10:45 Devotions by church groups/cabins
 11:15 In Cabins
 12:00 Lights out

Sunday

8:15 First Word (Crossfire Chapel)
 8:30 Congregation Time (assigned spaces)
 9:00 Finish packing/loading up
 9:30 Brunch
 10:15 Closing Worship with Communion
 11:00 Departure

Group Leader Checklist

Before You Arrive

- ⇒ Make Final Payment two weeks prior to retreat. Payments can be made online or by calling the office.
- ⇒ Complete Background Check Form two weeks prior to retreat.
- ⇒ Help your group members use the provided registration link to get registered. You can track your groups progress by logging into your account.
- ⇒ Give your group a copy of the Packing List
- ⇒ Be aware of any health issues or concerns for your group members . You may want to collect a health history or create your own health form to use.
- ⇒ Assemble your first aid kit and lockable medication storage.

Bring With You To Check-In

- ⇒ Bring your group roster and any important info you may need for you group (health concerns, etc). Your roster will be checked against our registration system.
- ⇒ Final Payment, if applicable. Checks and credit cards are both accepted. Any group not paid by departure will be charged a \$100 late payment fee.
- ⇒ A car! We ask for this event each group have at least 1 vehicle on site for the weekend in case of situations that may arise (emergency or town run).
- ⇒ A well stocked First Aid Kit & lockable medication storage.

BACKGROUND CHECK FORM

Rental Groups, Church Staff, & Adult Volunteers



Instructions

To promote a safe environment at our sites, each organization is required to conduct a multistate/national criminal background check and sex offender registry on all staff or participants 18+ in a leadership role.

Organization Name: _____ Phone Number: _____

Organization Address: _____

Names

Name: _____ Staff ____ Leader ____
First Middle Initial Last

Name: _____ Staff ____ Leader ____

Name: _____ Staff ____ Leader ____

Name: _____ Staff ____ Leader ____

Name: _____ Staff ____ Leader ____

Name: _____ Staff ____ Leader ____

Name: _____ Staff ____ Leader ____

Name: _____ Staff ____ Leader ____

Name: _____ Staff ____ Leader ____

I, _____ (Church staff/Group Leader) acknowledge that

_____ (Organization/Church Name) has conducted a multistate/national criminal background check and sex offender registry on all staff and participants 18 and older in a leadership role who are attending an event at a Lake Wapogasset Lutheran Bible Camp (LWLBC) location and have been approved to work with children, youth and adults. We agree to indemnify and hold harmless LWLBC for any liability created by action of staff or leader sent by organization listed above.

TWO Separate Signature are **required**:

1: _____
Group Leader Date

2: _____
Senior Pastor (other than, and not related to, the group leader) Date
(Back-up: Staff Pastor, Church Treasurer, Council/Board Member)



Camp Wapo Retreat Contract

Terms for Fall Youth Retreat

Rules for acceptance and participation in Camp Wapo events are the same for everyone regardless of age, race, color, national origin, gender or disability.

You and your group are expected to abide by this agreement and the camp's policies and guidelines.

Camp Wapo Rules & Policies

Camp Wapo has the following basic rules and policies to ensure the comfort and safety of all our guests and to ensure the proper peaceful environment for our guests.

- The camp waterfront is off limits unless properly staffed.
- No obscene language. No alcohol or illegal drugs. No smoking; Camp Wapo is a non-smoking facility
- No pets or animals are allowed. Certified service animals are allowed with prior permission from the Retreat Director.
- No weapons, ammunition, fireworks or explosives of any kind. No paint-ball, BB or pellet shooting of any kind,
- Vehicles; maximum speed limit is 5 mph. Park in designated areas; avoid parking on grass. Once on site, park your car and walk to and from your areas of use, unless providing mobility for the disabled. Do not transport your participants anywhere on camp property in non-passenger vehicles or in truck beds. Wear seat belts in moving vehicles.
- No motorized bikes, scooters, ATV's, go-carts, etc. Motorcycles must follow vehicle rules.
- To avoid foot injury, shoes are required to be worn.
- To avoid injury or damage to camp property and facilities, no rough or dangerous play or activities.
- Only the building, equipment and areas you have reserved are available and accessible to you.
- Group must respect camp property and equipment at all times. Your group will be held responsible for any damage.
- No cooking is allowed by group. Only prepackaged snacks can be brought in.
- Camp must be left in good order and clean at the end of the retreat. Check-out and cleaning processes are listed in lodging & meeting spaces, and will be explained by the Camp Retreat Host.
- Retreaters must respect and honor the rights of other groups also present at camp.

Emergencies/Medical

Call 911 for emergencies of any nature. If you have an emergency situation, **make sure camp staff is informed.**

Wapo will **NOT** provide first aid, of any sort, for this event. Each church/group **MUST** provide a first aid kit and manage medications and first aid needs with the group they bring, also provide at least one adult (age 21+) certified in age appropriate CPR/AED and First Aid. Participants will have signed Wapo's emergency release allowing emergency treatment if needed. All other needs will be managed by the church/group. Amery Hospital can be reached at 715-268-8000. You must have a vehicle on site during retreat.



Terms for Fall Youth Retreat (cont'd)

In the event of an emergency;

If you have a situation where urgent care (non-emergency) is needed you may transport the individual yourself, address below or you may call 911 for Fire, Police or Ambulance. If you use the 911 option give the address as 1204 74th Ave, Amery WI if asked. Meet the emergency vehicle when it arrives at camp to explain the situation.

Amery Hospital and Clinic, 265 Griffin St E, Amery WI 54001. 715-268-8000

In the Event of Bad Weather or Building Fire:

Get your group together in a safe place, account for each member of your party and send an adult to Martin's Commons for instructions.

Collect from your group

Bring and have available a list of participants that includes; their names and addresses, emergency contact names and numbers, all known allergies or health conditions, and any restrictions or special needs requiring accommodation while at camp

In case of accidents or injuries occurring at camp, you must notify the camp if; an injury directly resulted from camp property or facilities; camp property or facilities were damaged in the incident; or when local emergency services were called to camp.

Leadership & Supervision

Our camping organization is committed to the health, welfare and safety of children, and all guests. For this reason, we strongly urge you to create a supervision policy to safeguard individuals in your group. Here is a portion of our supervisory policy for our summer staff. Feel free to adopt and modify to your situation.

Staff are trained to avoid situations where a counselor and camper are alone. Our camping organization does promote one-on-one faith conversations between the counselor and camper, but they must always be done in full view of normal camp activities. Camp provides many picnic tables, dining tables, benches, etc. around the site for faith formation or personal conversations to take place in a supervised setting.

Our facilities provide access to private changing/showering/toilet areas. It is our expectation that counselors promote the use of those designated areas to avoid one-on-one situations with a camper. Our program is designed for kids to be with their cabin groups throughout the day. During free time kids and staff/adult leaders are required to be outside in plain view. In the event of inclement weather, supervised activities occur indoors.

Camp staff will lead & supervise all specialized activities (i.e. ropes course, waterfront activities). The person in charge, as indicated on the contract form, will be responsible for informing the group of the camp's rules and recommendations, ensuring that facilities and equipment are cared for, and that all rules and policies are enforced.



Terms for Fall Youth Retreat (cont'd)

What We Expect From You

- We expect that you have read this packet and enclosed information, that you accept the terms of this agreement and that you have communicated this information to others in your group and that you and all in your group agree to abide by and enforce the rules in this agreement.
- Please plan on using your own personal cell phone for personal calls. Camp phones are available for local calls or emergency calls.
- Each person in your group should have their own personal family coverage or your group should provide group/institutional coverage. Camp Wapo only provides limited liability coverage for guests and we do not provide liability coverage for your personal equipment.
- Be present with your group, lead by example and follow the schedule provided.
- Communicate to your group and help them to follow Camp Wapo rules and expectations.
- As an adult leader, we appreciate your help, with large group dynamics, crowd control, & group participation. Cabin behavior is your responsibility, including lights out.
- Provide First Aid to your group and manage all medications.
- Provide a complete background check form for all adult leaders.

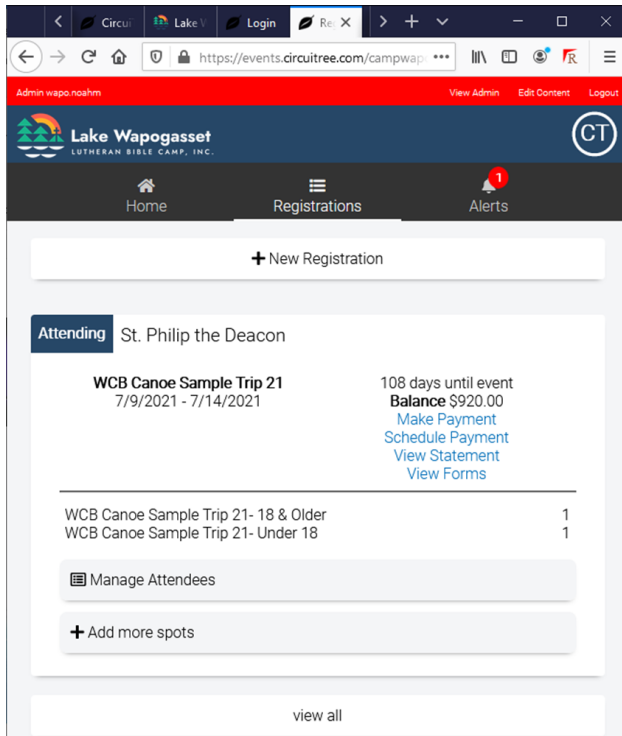
I have read and understand the Retreat Information and Terms for Youth Fall Retreat:

Signature: _____ Date: _____

Printed Name: _____

Group Name: _____

Group Registration Management Guide

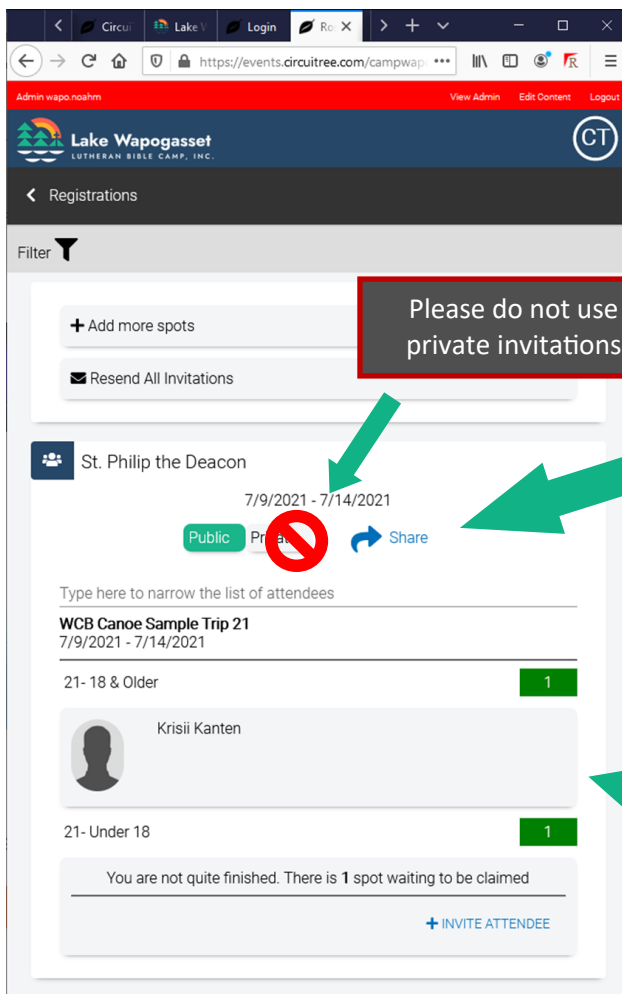


Registration Dashboard Screen

1. Click here to view your Registration Dashboard Screen.

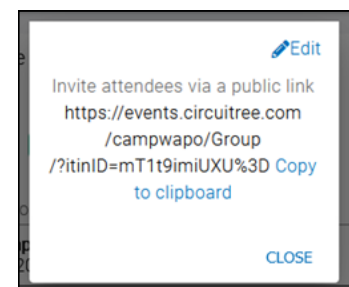
You will see an overview of your trip, your balance, and all forms for the trip.

2. Click here to view and manage your attendees.



Participant Management Screen

3. To get a link to send to your participants, click here. A box will pop up like below with a link that you will be able to copy and share:



4. To view details of each individual who has signed up, click on each name.

Browser tabs: Circuitree, Lake Wapogasset, Login, Register

Address bar: <https://events.circuitree.com/campwapogasset>

Admin: wapo.noahm | View Admin | Edit Content | Logout

Lake Wapogasset
LUTHERAN BIBLE CAMP, INC.

Registrations

Filter

7/9/2021 - 7/14/2021

Public Private Share

Type here to narrow the list of attendees

WCB Canoe Sample Trip 21
7/9/2021 - 7/14/2021

21- 18 & Older 1

 Krisii Kanten

WCB Canoe Sample Trip 21 - 21- 18 & Older
7/9/2021 - 7/14/2021

- Additional Questions ✓
- WCB Adult Advisor ✓
- Adult Advisor Background Check ✓
- Places of Grace Annual fund
- [REMOVE ATTENDEE](#)

21- Under 18 1

You are not quite finished. There is 1 spot waiting to be claimed

Attendee Details Screen

5. Under each name, you will see all of the steps that need to be completed for each person and whether they have completed them or not.

✓ =done

⚠ =needs attention

6. If a participant is no longer coming, click to remove here.