

MICHIGAN
STUDENT
MINISTRIES

GROUP ADMINISTRATOR GUIDE



MSM SUMMER
CAMPS



Updated December 11, 2023

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MSM CAMPS

HELLO GROUP ADMINISTRATOR,

Our Michigan Ministry Network loves camp! Each summer, students have the opportunity to experience incredible, intimate moments with God. Many students receive salvation, baptism in the Holy Spirit, and the call to ministry at camp. We are excited to see how God will continue to move in the lives of everyone who comes to MSM camps!

As our program continues to grow each year, our team is working to make necessary changes to improve the overall camp experience. One of those changes will be our enrollment process. The new enrollment process will include a group reservation prior to student enrollment. More details about this change are provided in this guide. Please be sure to review the information thoroughly to familiarize yourself with the new process.

The MSM team is here to serve all of our churches. We want to make sure you have all of the information you need to make camp enrollment as smooth as possible. If you need assistance, please reach out to our office.

We appreciate all the hard work you put into organizing your group for camp. Thank you for believing in this ministry and investing in the next generation!

Sincerely,

The MSM Team
michigancamps@aogmi.org

NEW THIS YEAR

1

ADMINISTRATIVE ACCCOUNT

All Group administrators are required to set up an admin account in our enrollment software, Campsite.

2

ENROLLMENT PROCESS

Enrollment is group-based and requires a reservation prior to camper enrollment.

3

DATES & RATES

Dates and rates have been changed to reflect the new camp structure.

4

GROUP LEADERS

MSM volunteer staff policy is that each group be adequately staffed. We are requiring all AG and non-AG churches to send **one leader for every six Kids Camp age campers and one leader for every ten Youth age campers relative to students' gender.**

5

TRAINING

Mandatory training for all camp volunteer staff (group leaders, LITs, Rec Staff, Nurses, directors, volunteers and MSM staff). Orientation will no longer be the day before camp. See the dates page.

GROUP ADMINISTRATOR

DEFINITION

Group Administrator: The individual(s) responsible for the organization of a church's camp group. There should be no more than 4 group administrators per church (For example: pastor, main youth and/or kids leader, admin)

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- serve as a direct point of contact for the MSM office as it pertains to church group's enrollment
- group reservation – complete group reservation form
- create and maintain an administrative account on camp software
- verify that campers are enrolled into correct session(s)
- provide and confirm adequate number of group leaders for the group size: MSM Volunteer Staff Policy (See Volunteer Staff Information page)
- church payment for campers and group leaders (all financial arrangements are made through this person)
- Communication with parents regarding camper enrollment process (all parental questions should be filtered through this person)
- Awareness of and adherence to enrollment dates and deadlines
- Work with MSM staff to complete camper housing assignments

TRANSPORTATION

If at all possible, groups are recommended to travel to camp as a group.

Parents who want to personally take their students to camp are encouraged to "caravan" with the rest of the group.

DATES & RATES

DATES TO REMEMBER. ALL CAMPS

GROUP REESERVATION	Feb 1 - March 15
GROUP ENROLLMENT & PK DISCOUNT	March 16 - May 15
OPEN ENROLLMENT	May 16- June 1

GRADE REQUIREMENTS.

KIDS CAMPS	Going into 3rd -6th grade
YOUTH CAMPS	Going into 7th -2024 HS Grad

FAHOLO CAMPS GRASS LAKE, MI

YOUTH CAMPS

GROUP ENROLLMENT UNTIL MAY 15	\$240
OPEN ENROLLMENT UNTIL JUNE 1	\$275

YOUTH CAMP 1	July 7-10
YOUTH CAMP 2	July 10-13
YOUTH CAMP 3	July 14-17
YOUTH CAMP 4	July 17-20

KIDS CAMPS

GROUP ENROLLMENT UNTIL MAY 15	\$230
OPEN ENROLLMENT UNTIL JUNE 1	\$265

KIDS CAMP 1	July 21-24
KIDS CAMP 2	July 24-27

ALL FAHOLO CAMPS ARE 4 DAYS/3 NIGHTS

LOST VALLEY CAMPS GAYLORD, MI

YOUTH CAMPS

GROUP ENROLLMENT UNTIL MAY 15	\$210
OPEN ENROLLMENT UNTIL JUNE 1	\$245

YOUTH CAMP 1	July 13-16
YOUTH CAMP 2	July 17-20

KIDS CAMP

GROUP ENROLLMENT UNTIL MAY 15	\$245
OPEN ENROLLMENT UNTIL JUNE 1	\$280

KIDS CAMP	July 8-12
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KIDS CAMP LOST VALLEY IS 5 DAYS/4 NIGHTS

ALL FORMS & PAYMENTS MUST BE SUBMITTED BY JUNE 1

ENROLLMENT PROCESS

FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/1 Group Reservation

MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/1 Staff Application Opens

3/15 Group Reservation Deadline

3/16 Group Enrollment Opens

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/15 Group Enrollment Deadline

5/15 Staff Application Deadline

5/16 Open Enrollment Opens

JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/1 Final Enrollment Deadline

6/1 All payments due

STEP 1

GROUP RESERVATION: FEBRUARY 1 – MARCH 15

Complete the group reservation form and pay the deposit for each student.

Reservation Details

Reserve spaces for estimated number of students and staff with a \$25 deposit per student (there is no deposit for staff – staff payment is not due until June 1)

A group administrator may submit up to two group reservations per church (example: youth submission, kids submission)

- a reservation may consist of a minimum of one student
- Deposit – \$25 deposit will be credited to each camper's balance prior to church balance payment

Group Payment Code & Enrollment Link

A group payment code and the camp enrollment link (active during group enrollment period, March 16–May 15) will be provided after the reservation submission.

- Group Code – specific to each group, youth or kids. Utilization renders the church connected to code responsible for its use and payment.

Group Changes

Modifications to the reservation can be made at any time during the reservation period, provided there is availability at the requested camp

If any changes need to be made to reservation(s), they must be submitted in writing via email to michigancamps@aogmi.org prior to the reservation deadline.

ENROLLMENT PROCESS

STEP 2 GROUP ENROLLMENT: MARCH 16–MAY 15

Group Rate period. Parents/Guardians enroll students using the group code and camp enrollment link

Group Code and Enrollment Link

The group code and camp enrollment link are active during this time.

- Parents/Students enroll with group code and camp software application link provided by group administrator
- Group Code only covers the number of students given in reservation will automatically expire after that number is met or on May 15th

Group Administrator Responsibilities

- Group Administrators are responsible for sending Enrollment Link and Code to parents
 - they determine who is included in reservation number
 - only parents/students who have received the registration link and group code will have access to register
- Group Administrators are responsible for making sure all students are fully enrolled
 - Camper application submitted, forms complete, and payment made

Deposits and Payments

- Deposits submitted during group reservation are credited to the camper accounts
 - Deposits for unused spaces will not be refunded, it will be credited to total balance due
- **Full payment for your group is due June 1**
- **Refund Policy:** Refunds of all but \$60.00 will be made only if Michigan Student Ministries (MSM) is notified in writing of your cancellation at least one week PRIOR to the start of the camp session a student is registered for. No reduction, refund or allowance will be made for late arrival, early dismissal or withdrawal of a camper. There is a \$5.00 fee for all credit card refunds.
 - Cancellation notifications must be sent to michigancamps@aogmi.org and include the reason for cancellation.
 - Refunds will be issued to the original payee.

PK Discount

The PK Discount is only applicable during this period and only for Michigan AG Credential Holders.

Once this period ends, any space not used will be open for groups with a reservation who need additional spaces for students.

ENROLLMENT PROCESS

STEP 3 **OPEN ENROLLMENT: MAY 16–JUNE 1**

First come first served per session – dependent upon space available

the camp application available to students who were not accounted for in group reservation & students not coming with a church group.

Open enrollment is also a time where any one who was not included in group reservation, can enroll and pay. They can then be added to the church group. The MSM team will include these students with groups when providing housing allotment

VOLUNTEER STAFF INFORMATION

STAFF APPLICATION PERIOD: MARCH 16–MAY 15

GROUP LEADER POLICY

MSM volunteer staff policy is that each group be adequately staffed. We are requiring all AG and non-AG churches to send one leader for every six kids camp age campers and one leader for every ten youth age campers relative to students' gender.

APPLICATION INFORMATION

At MSM Camps, we offer four different types of positions that you can apply for: Group Leader, Rec Staff, Production Team, Leader in Training (LIT) and General Volunteer. These positions are available to pastors, parents, church volunteers, and young adult leaders desiring to lend their time toward guiding Michigan students closer to Christ.

All volunteer staff applicants are required to create an account in our camp software to complete our online application process, which includes:

- **Staff Application**
 - Must be submitted by **May 15th**
 - There is a \$50 fee per camp
 - No refunds will be given for staff fees after May 15th. There is a \$5.00 charge for credit card refunds.
- **References**
 - each staff applicant is required to have three (3) positive references from non-related persons
 - this includes at least one (1) pastoral reference
- **MDHHS Central Registry Clearance**
 - This form should be completed by any one 21 years or older and turned in to LARA-BCHS by mail, fax, or email. The mailing address, fax number, and email are provided on the form.
 - This form should NOT be sent directly to the MSM office.
- **Background Checks**
 - Background checks are completed by MSM staff. If we have any questions, we will contact you.
- **Medical Form**
 - Complete and submit the digital staff medical form
- **Staff Training**
 - Mandatory Staff Training takes place on the following dates:
 - Faholo Camps Volunteer Staff: June 15, 2024
 - Lost Valley Camps Volunteer Staff: June 1, 2024
 - **All training materials must be reviewed prior to attending staff orientation. This includes the Information video, the Leader Manual, and the orientation test.**

MSM reserves the right to accept or decline any application. All of the requirements above must be met to serve as volunteer camp staff.

VOLUNTEER STAFF INFORMATION

STAFF APPLICATION PERIOD: MARCH 16–MAY 15

POSITION DESCRIPTIONS

Group Leader

Qualifications: Must be 21 years old, unless otherwise permitted

General Responsibilities: Lead assigned group of campers for the week.

Rec Staff

Qualifications: Must be 19 years old, unless otherwise permitted

General Responsibilities: Help facilitate recreational activities throughout the week.

Production Team

Qualifications: Must be 19 years old, unless otherwise permitted

General Responsibilities: Assist Service Director and Production Director with various tasks, which may include but are not limited to lights, sound, and media. General experience with these tasks is required.

Leader in Training (LIT) – Kids Camps only

Qualifications: Must be 16 years old, unless otherwise permitted

General Responsibilities: This position is only available for Kids Camp 1, Kids Camp 2, and Lost Valley Kids Camp. LIT's assist the group leader with leading a group of campers throughout the week.

General Volunteer Information*:

The general camp volunteer position is set up to be a workday or volunteer day for leaders to help with registration and orientation, set up sessions, help with indoor and outdoor activities, conduct a session, assist with mealtimes, and general camp responsibilities.

This position is suitable for a leader who is not able to commit time to an entire camp session but would still like to be a part of making camp happen for students and leaders.

There is a separate application for this position. Contact the MSM office at michigancamps@aogmi.org to request access to the application.

Qualifications: Must be 19 years old, unless otherwise permitted

PARENTS & STUDENTS

ALL STUDENTS ATTENDING CAMP WILL NEED TO HAVE THEIR ENROLLMENT APPLICATION AND ALL FORMS SUBMITTED BY JUNE 1.

TIPS TO HELP PARENTS WITH ENROLLMENT

- The enrollment software is new this year, so parents will need to set-up a new account to begin the enrollment application for their student(s)
 - once the username and password is set, they can use those credentials to log back into their account at any time.
- Host an “enrollment day” for parents to help walk them through the process. Set up a time for them to complete their enrollment application at your church.
- Be sure to clearly communicate with parents regarding the camp session and location that your group is planning to attend.
 - Keep in mind that we have TWO camp locations and parents will need to make sure they are selecting the correct one.

SUGGESTED PACKING LIST

- Pillow • Sleeping bag or sheets/blanket • Towel • Shampoo • Conditioner • Soap • Toothpaste • Toothbrush • Any additional toiletries you need • Athletic clothes (for games/activities) • Extra shoes • Swimsuit (one-piece/swim trunks) • Beach Towel • Jacket • Sweatshirt – evenings are cold so come prepared! • Modest attire for services • Bible • Notebook • Pen/Pencil • ear plugs (if sensitive to sound)
- **Spending Money** – Camp T-shirts and other items will be available for purchase. The snack shop will be open for purchases at various times for campers.
- **Offering** – There will be offerings received for BGMC (kids camps) and Speed the Light (youth camps) during the week of camp. Students are encouraged, but not obligated, to participate in giving at camp.
 - **BGMC** stands for “Boys and Girls Missionary Challenge.” The money raised through BGMC is used to provide our missionaries with the supplies they need to reach people around the world. BGMC equips kids to know, to care, to pray, to give, and to reach the lost.
 - **Speed the Light (STL)** is the student-initiated, volunteer, charitable program that provides much-needed equipment to missionaries across the nation and in over 180 countries around the world. Speed the Light operates with one guiding principle: all assistance must go to purchase equipment directly related to evangelism (“evangelism” is defined as propagating the gospel and instructing converts). Simply put, we give so our

Note – The Assemblies of God, Michigan Ministry Network is not responsible for lost or stolen articles.

PARENTS & STUDENTS

VISITOR POLICY

“Visitor” refers to anyone who has not registered as a camper or staff, this includes church staff and family members.

Any visitor intending to come to camp grounds during MSM camps must complete a request form for approval by our office and have a background check completed by the June 1st deadline.

All adult volunteers are required to fill out an application, provide references, and complete a background check prior to camp. Anyone who has not registered as a camper, staff, or been approved by the MSM office will not be permitted to be on camp grounds while camps are taking place.

Parents

We request that during all camps, parents refrain from visiting, calling their children during the week, or coming to the camp before check-out. For the safety of our campers, our camps are closed to individuals not registered as campers or staff.

- In case of emergency or inquiry, parents may contact the camp office
 - Fa-Ho-Lo Camp: 517-225-2895 (daytime) or 248-912-0014 (after hours)
 - Lost Valley Bible Camp: 231-546-3851 (daytime) or 810-626-3019 (after hours)

STUDENT GUIDELINES

1. **DO NOT BRING** TVs, portable DVD players, radios, electronic games, laptops, electrical appliances (this does not include blow dryers and curling irons), tobacco products, vape pens or devices, alcohol, condoms, fireworks, knives, mace, or weapons of any kind – toy or otherwise. No matches or lighters permitted. Weapons, pornography, drugs, firearms, and alcohol of any kind could be grounds for immediate dismissal.
2. **BREAKAGE** – Campers (or parents) are responsible for damage to camp property.
3. **WE HAVE A ZERO TOLERANCE POLICY FOR PRANKS.** We want everyone to have the best camp experience possible and pranks can ruin that. Pranks of any kind will have consequences that include contacting parent(s)/guardian(s) and possible dismissal from camp.
4. **STUDENTS MUST NOT** leave the campground without the permission of the camp director. If your student needs to leave camp early, please contact camp administrative staff at the after-hours numbers listed above..

PARENTS & STUDENTS

FOOD AND DIETARY NEEDS

Campers are allowed to bring outside food for self-consumption, provided they are individually wrapped or sealable, not in glass containers and do not require heating, reheating, processing, refrigeration, or temperature control and do not have pungent odors. Students should inform the Group Leader of any food items once they get to their room. The campground has multiple dining options, including choices to help accommodate campers with special dietary needs.

ALL special dietary needs must be provided on the Health Form by the registration deadline to be accommodated.

Please note: Nut products are NOT permitted at Camp. Many of our campers have nut allergies, so please do not send your camper with any food that may contain nuts or any products that contain peanuts or tree nuts!

(We are unable to ensure that all food brought to camp does not contain nuts)

MEDICATIONS

ALL MEDICATIONS MUST be turned in to and dispensed by the nurse, per State requirements. This includes over the counter medications and vitamins.

Information regarding medications that students will bring to camp MUST be completed in the Health Form.

Students need to bring all medication and necessary instructions with them to check in.

- The medication must come in its original container with the camper's name on the label and with specific instructions for its distribution. (Includes inhalers for asthma and EpiPen's.)

Any questions or concerns may be discussed with the nurse at check-in.

All unclaimed medicine will be discarded after the camp sessions.

CHECK-IN: HEALTH AND HYGIENE

The health and hygiene of students attending camp is very important to MSM. Therefore, we check for head lice and other visible signs of communicable illness at the beginning of camp. **Any camper showing signs of communicable illness or not completely nit free will need to be sent home.**

CONTACT INFORMATION

ALL MSM CAMP ENROLLMENTS ARE FACILITATED THROUGH THE
STUDENT MINISTRIES OFFICE.

PLEASE CONTACT US DIRECTLY IF YOU HAVE ANY QUESTIONS.



STUDENT MINISTRIES OFFICE

10370 Citation Dr., Brighton MI 48116

Phone: (810) 220-8700

Email: michigancamps@aogmi.org

Website: www.agmsm.org



FAHOLO CAMPS

3000 Mt Hope Road, Grass Lake, MI 49240

MSM Onsite Staff: Yvonne Wiggins

Phone (Text or Call): (248) 912-0014

FaHoLo Office: (517) 225-2895



LOST VALLEY CAMPS

5724 M-32 West, Gaylord, MI 49735

MSM Onsite Staff: Meranda Mann

Phone (Text or Call): (810) 626-3019

Lost Valley Office: (231) 546-3851

