

Dear Volunteer,

We are so incredibly thankful that you are willing to give your time, energy and dedication to this program. Heartland's Traveling Day Camp could not function without your heart for the Lord and service. We are so excited to go through this adventure with you and hope you know how valued and loved you truly are.

This week will be full of exciting activities, some challenges and what we hope to be growth among all involved. Spreading the Good News of Jesus Christ is the heart of our program and we hope that through all the fun, games and crazy songs, the message of God's love and grace is the loudest and most obvious of them all.

You are a vital part of this ministry and we hope this packet helps to prepare you for an amazing camp experience. While we know nothing can ever fully prepare you for something better than actually doing it, this packet is designed to set you up for success and give you the best chance of being awesome (not that you need much help in the first place).

If you get through this packet and have questions, ideas or inspiration please don't hesitate to contact us or your church coordinator. Our program is sharpened and made better each year because of volunteer suggestions and questions and we are so thankful for your input.

Remember that you are dearly loved and valued. Thank you again for your willingness to go through this crazy camp adventure with us! We can't wait to do God's work with you.

Serving Together,

Michael Megraw
Associate Executive Director
Heartland Camps

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Heartland's Mission and Program Goals:

Heartland Camp is dedicated to building relationships and impacting lives in a Christ-centered environment.

We strive to;

- Share the Good News of Jesus Christ in an outdoor setting
- Help lay the foundation for a personal relationship with Jesus Christ
- Ensure that every camper understands they are loved as a child of God.

We exist because we firmly believe that God changes lives through our Christ-centered programs.

Heartland Staff Roles and Responsibilities

Staff

Heartland Camp provides a Traveling Day Camp leader and counselors who are caring, committed, and prepared to provide you with an amazing Traveling Day Camp experience.

What are the expectations of Heartland Staff?

- Have a good understanding of the activities and curriculum and be capable of leading all things on the schedule.
- Be present at all planning and activities during the week and stay for their entirety.
- Be open to all ideas and suggestions to change the program to best serve the local church.
- Insure that safety is of primary importance and be familiar with emergency procedures. Every Heartland Center staff is trained in First Aid & CPR.
- Work well with everyone involved so that all who are participating feel loved as a child of God

Volunteer Roles and Responsibilities

Volunteers:

All volunteers will be willing to fully participate in the job they've been assigned and help to ensure that the week of Traveling Day Camp is successful.

What are the expectations of Volunteers?

- Have read the material provided by Heartland in order to have a good understanding of the activities and curriculum and be capable of participating and leading (by choice) activities on the schedule.
- Be present at all planning and activities during the week and stay for their entirety
- Be open to all ideas and suggestions to change the program to best serve the local church
- Insure that safety is of primary importance and be familiar with emergency procedures
- Work well with everyone involved so that all who are participating feel loved as a child of God

The Basics:

What is Traveling Day Camp?

Traveling Day Camp is a weeklong unique blend of outdoor ministries and congregational ministry. It is a joint effort between Heartland Camp and the congregation.

Traveling Day Camp is designed for young people who have **completed grades K-6****.

Heartland will provide programming (staff, art supplies, game equipment, curriculum resources, and miscellaneous stories and activities) and the congregation will provide support services, promotion of the program, and involvement in the program as arranged between the camp program director and the congregation's coordinator.

The curriculum is provided by Heartland. We strive to choose one that is Christ-centered and activity based, which encourages hands-on learning and we hope caters to all types of learners.

Purpose

The purpose of Traveling Day Camp is to assist congregations in providing a quality Christian outdoor ministry experience **at their site**. During this time, we hope to get young people engaging with one another in activities and get them enthused about congregational ministry and a life with Christ. Our hope is that your Day Camp will be a program of youth evangelism and outreach for your church. This is why congregational involvement is so important.

Strength

The greatest strength of Traveling Day Camp are the people. Heartland's Traveling Day Camp teams are comprised of young adults who are selected for their Christian commitment, work ethic and love of children. They are trained to lead Bible studies, worship and singing, crafts, and wild and crazy recreation. It is a relational ministry and our emphasis is to offer quality Christian role models for young people.

Uniqueness

The uniqueness of Traveling Day Camp is our flexibility. Camp staff will work with each church to design a program specifically to meet the strengths of your church and its site.

The Elements of Traveling Day Camp

Morning Activity

A game/craft that involves campers while they arrive in the morning.

Morning Skit

A time at the beginning of each day to introduce the theme of the days through the use of silly skits put on by the Heartland staff.

Morning Bible Study

Our weekly theme will be developed in small groups. The children will be asked questions based on a skit or story from the morning worship. Bible study and activities are also used to help children deepen their understanding of God.

Arts and Crafts

The campers make something each day that ties into the daily theme and provides them an opportunity to share their experiences with others

Lunch

Churches may choose to provide lunch or ask campers to bring their own sack lunches each day.

Activities

Archery, Slip n' Slide, water games, gaga ball, field games and curriculum based activities. **Horses are also offered for an additional cost *See page 13 for more information*

Story Time

This will include the reading of a themed book and is a perfect time for kids to wind down a little in the middle of the day.

Mid Day Theme Time:

This is time to memorize verses, go over the theme of the day one more time and prepare a skit/presentation for family night (optional)

Off-Site adventures (Optional)

Congregations may elect to work with camp staff to plan off-site adventures. Adventures include things that are within walking distance to your site, for example, a city pool, hike or city park. Some of these activities may require additional costs (if there is a fee that applies).

Closing Worship

This is a time at the end of the day used for wrapping up the day's theme. Closing Worship activities can include; celebration and praise through songs, prayer, scripture, drama and stories.

Evening Programs

We offer a Youth Night, Family Night and Camp-In at no extra charge in the evenings.

Small Group Camping:

Heartland camps functions in small groups. Each counselor is in charge of 6-7 campers and is paired with another counselor of 6-7 campers. These 12-14 kids and 2 counselors are a family group. Every volunteer will be paired with a Heartland staff and participate in activities together throughout the week. We choose small group camping based on Jesus' model of having a small group of disciples. Throughout the week campers are able to be known and to know the others in their group.

General Traveling Day Camp Schedule

- **Sunday Evening**
 - All teams will arrive to the churches at 5pm to meet the church coordinator and start setting up.
 - A mandatory meeting for all volunteers and Heartland staff will start at 6pm.
 - All church volunteers will be reminded of our policies, have team building sessions with our staff and be taught games and practical knowledge to use during the week.
 - The schedule is gone over in depth volunteers have a time to ask any questions they may have.

- **Monday – Friday**
 - A volunteer meeting will happen at 8:15 (can be adjusted to meet the needs of your specific site) before the day starts. There will also be a debrief at the end of each day for all Heartland Staff and Volunteers.

A typical weekly schedule may look like this (subject to change):

| Traveling Day Camp Schedule | Sample Schedule | | | | |
|-----------------------------|------------------------|------------------------|------------------------|------------------------|-----------------------|
| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
| 9:00 | Check In | Check In | Check In | Check In | Check In |
| 9:15 | Morning Skit | Morning Skit | Morning Skit | Morning Skit | Morning Skit |
| 9:30 | Morning Bible Study | Morning Bible Study | Morning Bible Study | Morning Bible Study | Morning Bible Study |
| 10:30 | Activity 1 | Activity 3 | Activity 5 | Activity 7 | Activity 9 |
| 11:00 | Craft Time | Craft Time | Craft Time | Craft Time | Craft Time |
| 11:30 | Activity 2 | Activity 4 | Activity 6 | Activity 8 | Activity 10 |
| 12:00 | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1:00 | Story Time | Story Time | Story Time | Story Time | Story Time |
| 1:30 | Mid-Day Theme Time | Mid-Day Theme Time | Mid-Day Theme Time | Mid-Day Theme Time | Mid-Day Theme Time |
| 1:45 | Change | Change | Change | Change | Change |
| 2:00 | Water Time | Water Time | Water Time | Water Time | Water Time |
| 2:15 | Water Time | Water Time | Water Time | Water Time | Water Time |
| 2:30 | Water Time | Water Time | Water Time | Water Time | Water Time |
| 2:40 | Water Time | Water Time | Water Time | Water Time | Water Time |
| 3:20 | Change/snack | Change/snack | Change/snack | Change/snack | Change/snack |
| 4:10 | Afternoon Worship | Afternoon Worship | Afternoon Worship | Afternoon Worship | Afternoon Worship |
| 4:30 | Group Games/ Check Out | Group Games/Check Out |

Volunteer Positions:

Camp Counselor:

What will volunteer counselors be expected to do?

In addition to the responsibility of 6-7 kids, counselors will be expected to participate in activities, games, songs and morning Bible studies. We ask that these volunteers be available for the entire week. While we understand many have jobs or appointments, to have them for the entire week/majority helps our program to be consistent and allows them as counselors to invest in the kids they are serving.

Will volunteer counselors be on their own?

No, they will be paired with one of our staff, who will be comfortable in leading all of these activities. This pairing of their small groups of 6-7 will combine to be called a “family group”, typically a small group of boys combined with a small group of girls. It is our goal to always pair a heartland staff with a church volunteer so that no volunteer has to go through the program without the experience of our staff. However, we do encourage them to take as much initiative and ownership as they want, they are as much of a counselor as our staff are.

Volunteer counselors are expected to remain with their small group for the entire day, participating fully in all activities. Below are some of the activity descriptions and expectations:

Morning Bible Study:

What does Heartland Provide?

All morning Bible study materials will be provided by Heartland. Each Bible study packet will include questions to ask and age appropriate activities to help campers understand the daily theme.

What is Heartland Staff responsible for?

Heartland staff will be trained in how to lead Bible studies each day.

What is the Church responsible for?

Church Counseling Volunteers will be provided materials in advance to help them prepare and feel comfortable leading or helping with Bible Studies. We encourage each volunteer counselor to lead Tuesday and Thursday’s Bible study if they are comfortable, but it is not required. Their help in planning and leading each day’s lesson is always encouraged and welcomed.

Volunteer counselors continued...

Activities:

What does Heartland Provide?

All activities and supplies needed are provided by Heartland. These relate with the theme of the day or week. All staff and volunteers will also be provided with debrief instructions on how to relate each activity to the theme to help with camper comprehension.

What is Heartland Staff responsible for?

All Heartland staff will be trained in leading the daily activities as well as debriefing them according to each age group.

What is the Church responsible for?

Church Counseling Volunteers will be provided the daily activities and debriefing points in advance to help them prepare and feel comfortable leading or helping with activities. We encourage each volunteer to be open with how much they would like to lead and welcome their own ideas to expand on the given activities and debriefing.

Mid-day theme time:

Mid-day theme time is offered to provide intentional time in the afternoon for kids to experience the theme of the day and help them comprehend what they are learning about. There will be memorization verses that they can practice and present. This will also be a time for them to practice their presentation for "Family Night" if it is being offered.

What does Heartland provide?

Heartland staff will be trained to help facilitate the Mid-Day Theme time. Heartland will also provide the memorization verses on paper for kids to keep with them.

What is the Church responsible for?

The Church Counseling volunteers will be given the memorization verses in advance to help them prepare and be confident in leading or helping during this time.

Lunch Volunteers:

If your church decides to provide lunch to the campers volunteers will be needed to prepare the lunches each day. These can be hot or cold lunches. If not serving lunches, please provide water, napkins, silverware etc. for kids who have forgotten.

Lunch can be offered by the church or campers can be required to bring a sack lunch each day. We leave this decision up to the churches to make based on the needs of their community. We like for each of the groups to sit together during lunch with their counselors so they are never separated from the “family” they have created. We start off each meal with a silly grace song and follow that with prayer.

Lunch can be served many different ways, however, we serve “Family Style” at camp and to help this to feel as much like “Day Camp” as possible we recommend serving this way.

What if the church isn’t providing lunch?

If the church is not providing lunch to the campers, this scenario would look differently, but there are still ways we can implement the “camp meal traditions” even with out the “family style” eating. This is our philosophy on meals and we would love to work with you on implementing it during your week of camp.

-A color group is chosen each day to come and help set up and clean up for lunch (whether you are serving or not) and get the room ready for the next meal by:

Set up:

- wiping down tables, setting up chairs, place settings
- welcome everyone to lunch, leading the grace song/prayer
- choose a “hopper” in a silly way

Clean up:

- picking up any trash, wiping down tables, sweeping

Family Style: Each table receives a tray of food (ex: large bowl of macaroni, large plate of chicken strips and a large side of vegetables with serving spoons in each).

-A “hopper” is chosen by the color group that has set up.

Ways a hopper for each table can be chosen:

- Longest hair, oldest person, has the most blue on etc.

-The Hoppers walk up to the kitchen and receive a tray of food to bring back to their tables. Counselors are making sure each child is asking politely for what they want and that the portions are served evenly. If there is leftover food in the kitchen this can be announced and the hoppers are allowed to go back up to the kitchen for more food.

-Why “Family Style”?

We believe that this provides another opportunity for kids to act as a family and serve their small community. They learn to ask nicely, to look out for each others needs when someone is asking for a certain dish and to ration their portions to be sure there is enough for everyone.

-Why have a “hopper”?

The hopper position provides responsibility and leadership, even if it is for just 30 minutes.

-Why make the kids help set up/clean up?

The color groups helping to set up and clean up provides an opportunity for learning to pick up after yourself and serving others.

Snack Volunteers:

Volunteers can help to serve the daily snack and drink. Some churches have offered a variety of snacks to choose from each day or just one choice. Please choose what options are best for your congregation. These volunteers can also be sure that there is always water readily available to campers. This may involve filling up water jugs throughout the day and delivering them to activity sites. This position is not required to be there the whole day and does not have to be the same person each day.

Snack Time:

This is a time in the late afternoon for the kids to grab a snack with their group.

What does Heartland provide?

Heartland will provide ideas for themed snacks, but these are not required.

What is the Church responsible for?

The Church is responsible for providing an afternoon snack (something healthy and kid friendly) each day.

Staff Meal Volunteers:

The church is responsible for providing the Heartland staff meals throughout the week. Volunteers may be willing to provide these meals

Sunday: Dinner

Monday: Breakfast, Lunch, Dinner

Tuesday: Breakfast, Lunch, Dinner

Wednesday: Breakfast, Lunch, Dinner

Thursday: Breakfast, Lunch, Dinner

Friday: Breakfast, Lunch

These meals have been provided many different ways. Some ways churches have provided meals are; by bringing meals to the church (home made, store bought or ordered), provided at a church member's home, through gift certificates or by bringing the staff out to a restaurant.

Our staff members are typically hungry college students and will be happy with any meal! Please choose what way to serve is best and most convenient for your congregation.

***If campers are being served a lunch, it is preferred that the staff eat something similar to the kids. However, please remember these are hungry college aged kids and they eat a lot, so their portions may need to be bigger than the campers'.*

Craft Volunteers:

Craft Leaders/Craft set up:

Craft leaders will be provided with all materials and instructions for the daily crafts. They are not expected to teach the craft, however, if they would like to take on that leadership we are happy to let them! Their primary expectation is to prepare the craft area for campers before they arrive as well as be extra hands for the counselors during this time. This volunteer position is not required to be the same person for every session and can provide a great volunteer opportunity for those who only have a few hours available each day, or just a few hours available during the week as a whole.

What does Heartland Provide?

All crafts, instructions and supplies needed are provided by Heartland. These relate with the theme of the day or week. All staff and volunteers will be provided with debrief instructions on how to relate each activity to the theme to help with camper comprehension.

What is Heartland Staff responsible for?

All Heartland staff will be trained in leading the daily crafts as well as debriefing them according to each age group.

What is the Church responsible for?

Church Counseling Volunteers will be provided the craft instructions as well as debriefing points in advance to help them prepare and feel comfortable leading or helping with the crafts and debrief.

Church Craft Volunteers will be provided the craft instructions as well as debriefing points in advance to help them prepare and feel comfortable leading or helping with the crafts and debrief. They will be responsible for setting up the room before the kids arrive as well as lending a helping hand to the staff while the craft is taking place. If the craft volunteer would like to take a leadership role and lead the craft time, this is always encouraged and welcome but not required. ***see page 17 for volunteer suggestions*

Story Time Volunteers:

Story time is a time for the campers to rest and hear a story that helps tie in the curriculum of the day. If any volunteers would like to take the responsibility of reading or if they are excellent story tellers and have one of their own, this could be a great opportunity to get someone involved. It is encouraged that this volunteer position be somewhat consistent so the campers can become familiar with someone in the church, however, it is not required and can still work great if it is someone different each day.

If anyone in your congregation has special talents (clowning, magic tricks etc.) we would be happy to make a special time in the schedule for them to get involved with the kids.

What does Heartland provide?

Heartland will provide all of the books that have to do with the overall theme or at the very least have a Christian message. Heartland can also provide a reader for each Story Time and that reader will be expected to give a short "summary" of the overall message of the book.

What is the Church responsible for?

We encourage the Church to provide a reader for this time. It is great to get the kids familiar with faces in the church. The church can also provide their own stories if they choose.

Afternoon Worship Volunteers:

This is a time to wrap up the theme of the day and let the campers know they are loved by God. This time may consist of singing, a brief message and/or an activity to help demonstrate the message.

Afternoon worship (optional)

Churches may opt. to lead the afternoon worship session by providing a closing message, songs and skits with the help of Heartland staff if needed. This can help kids become familiar with those in the church and provide a time to help retain and review what the kids have learned throughout the day.

What does Heartland provide?

Heartland staff will be trained to lead the afternoon worship time, sing songs and deliver a message or lead a closing activity.

What is the Church responsible for?

The church can take on the option of leading all or some of the afternoon worships each day. Heartland staff is always there to help if needed. We encourage the churches to get involved and at least lead some afternoon worships, however, it is not required. Elements of worship may include songs, skits, videos, large group activities, a message and prayer. These can be planned ahead of time by the church or planned in collaboration with heartland staff when they arrive.

Check In/Check Out Volunteer:

What does Heartland Provide?

Heartland leadership staff will help to run the check-in/check-out table(s) each morning and afternoon. The supplies that Heartland will provide include but are not limited to; all check in/check out sheets for parents to fill out, extra medical forms and registration forms, pens, highlighters and more as we see a need. Heartland will pre-assign all campers to their counselor and color groups by age and insert all of their information into a master camper list that will be provided to the church in advance and used during check-in/check-out.

What is the Church responsible for?

The church will be responsible for providing volunteers (if able) at the check-in/check-out station each morning and afternoon to work alongside the Heartland leadership staff.

Check In/Check Out:

Heartland Center will provide a Program Assistant that will be working together with the program coordinator in order to run the program smoothly. They will be in charge of checking campers in and out at the entrance. A volunteer can help the program assistant in this process in order to help it go more smoothly. For consistency it is encouraged that this volunteer be the same each day, however it is not required.

Photographer:

A volunteer may photograph the event for future promotion materials and possibly pictures to show on family night (family night is optional). This volunteer position is not required to be there at all times and does not have to be the same person all week.

Special Activities Set-Up Volunteer:

Volunteers may be needed to help set up special activities such as the slip n' slide, water games, cook out materials (start the fire, set out s'more ingredients etc.) and anything else the program assistant could use help with in this area. This volunteer position is not required to be the same person each day and is not required to be there at all times.

What if a volunteer can't be there for the whole week?

Many of these volunteer positions don't require being present the entire day. The only position we encourage be consistent each day is **the counseling volunteer**. If others can only be there for a few hours to help with crafts each day (or a few days), we would love to have them serve with us in whatever time they can give.