



GROUP REGISTRATION PROCEDURE

All applications should be completed and sent to:

ATTN: Zach Bashore
CHRISTIAN RETREAT CENTER
369 CRC Drive
East Waterford, PA 17021

1. Fill out the **REGISTRATION** and send it in with your deposit as soon as possible.

-Registrations will be processed and work-weeks assigned on a first-come/first-serve basis.

-After mailing in your application and deposit, you will receive a confirmation packet containing all of the details for your week at TIMS.

2. Fill out the **WORK CAMP TEAM LIST (Due May 31)**

-This list helps us to build teams according to individual's skills.

-Teams are required to bring 1 adult leader for every 5 youth and 1 kitchen helper for every 20 team members.

-Any changes in the Team List need to be made no later than one month before your arrival.

-If there are any last minute team member cancellations, no refunds will be issued for deposits for that team member.

-Team list must include all members of participating families, including names, ages and t-shirt sizes of all children, who will be attending camp. When all members of a family are participating, children under age 10 (as of camp dates) attend free.

3. Have each person attending (leaders, youth, and kitchen help) fill out the **MEDICAL FORM (Due May 31)**

4. Make sure each cook gets a copy of the paper **T.I.M.S. COOKS INFORMATION**

5. Please provide cell phone numbers for adult leaders on the TIMS Cell Phone List **(Due May 31)**

6. Review and sign our Sexual Abuse Prevention Policy. One copy per group needed. **(Due with registration).**

Registration: Teens In Missionary Service
Make checks payable to Christian Retreat Center
(Please print clearly)

Date _____

Church/Group: _____

Address of Church: _____
(Street or Post Office Box)

(City) (State/Province) (Zip)

Church Phone : (_____) _____ Denom. /Affiliation: _____

Contact Person: _____ Home Phone: _____

Email: _____ Cell Phone: _____

Address: _____
(Street) (City) (State) (Zip)

Tentative Work Project Dates: (Number in order of preference)

Week 1: July 14-20 _____

Week 2: July 21-27 _____

Group Size (estimate) _____: Cooks _____ Adults _____ Youth _____ Children _____

Specific skills your group will bring to TIMS:

Carpentry: _____

Mechanical: _____

Electrical: _____

Painting: _____

Skills: _____

The total cost per person is \$335.00. (Cooks- free)

A \$500.00 deposit (non-transferable, non-refundable) is to be mailed-in with your registration. Checks are to be made payable to: Christian Retreat Center. The deposit will be subtracted from your total balance due.

WORK CAMP TEAM LIST

Due May 31st

Page _____ of _____

(Please make copies of this form as needed)

CHURCH/GROUP NAME _____

The following information is to be completed for **each** team member (indicate family members, including children and children sizes). List team members, leaders/adults first, then youth according to age (begin with youngest). Duplicate this page as needed to include **all** members of your group (indicate any part-week participants and which days).

Name _____ **Age (at camp)** _____

M _____ **F** _____ **Shirt Size** (adult sizes - circle one) **S M L XL** Other _____

Skills or Interests (include special training/experience- yrs. of experience)

Additional Information (any information that may be helpful for TIMS to know)

Name _____ **Age (at camp)** _____

M _____ **F** _____ **Shirt Size** (adult sizes - circle one) **S M L XL** Other _____

Skills or Interests (include special training/experience- yrs. of experience)

Additional Information (any information that may be helpful for TIMS to know)

Name _____ **Age (at camp)** _____

M _____ **F** _____ **Shirt Size** (adult sizes - circle one) **S M L XL** Other _____

Skills or Interests (include special training/experience- yrs. of experience)

Additional Information (any information that may be helpful for TIMS to know)

Name _____ **Age (at camp)** _____

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Skills or Interests (include special training/experience- yrs. of experience)

Additional Information (any information that may be helpful for TIMS to know)

Name _____ **Age (at camp)** _____

M _____ **F** _____ **Shirt Size** (adult sizes - circle one) **S M L XL** Other _____

Skills or Interests (include special training/experience- yrs. of experience)

Additional Information (any information that may be helpful for TIMS to know)

(Make copies of the medical release form for each student attending)

Name: _____ Age _____ Birthday _____
 LAST FIRST MIDDLE

Year in school _____ Male ___ Female _____ Email _____

Address _____ City _____ State _____ Zip _____

Phone _____ cell _____

Medical insurance company _____ Policy # _____

Parent/Guardians Name _____ Phone: Home _____ Work _____

Alternate Contact _____ Phone: Home _____ Work _____

Physician _____ Office phone _____

Dentist _____ Office phone _____

Medical History

If necessary, describe in detail the nature and severity of any physical and/or psychological ailment, illness, propensity, weakness, limitation, handicap, disability, or condition to which your child is subject and of which the staff should be aware, and what, if any action of protection is required on account thereof. Submit this notification in writing and attach it to this form. Include names of medications and dosages that must be taken.

Is your child in general good health and able to participate in all normal TIMS activities? Yes ___ No ___

If no please submit a statement of limitations.

Dietary Needs _____ Reason for Dietary Needs _____

Allergies _____

Medications _____ Reason for Medications _____

Physical Disorders _____

Activity Restrictions _____

RELEASE AND WAIVER OF LIABILITY:

(Must be signed by participant and parent/legal guardian if participant is minor.)

The undersigned does hereby release, discharge, indemnify and hold harmless Teens In Missionary Service and Christian Retreat Center and all of their parent and affiliated organizations and all of their officers, agents, contractors, directors, members, participants, and employees from all claims, demands, actions, judgments, and/or liabilities of whatsoever kind of nature, including any costs, attorneys' fees, losses or expenses in connection therewith, in any way relative to, arising out of, or by reason of, my [minor child's] participation in, and attendance with the Teens In Missionary Service ministry and/or any related facilities, including claims or demands for injury or death to me [minor child], or destruction of any of my property arising out of any accident or occurrence with, said attendance, participation and/or presence, whether negligent or otherwise. This waiver, release and indemnification is given in consideration of, and as a condition to, permitting the undersigned to participate in the Teens In Missionary Service ministry. THE UNDERSIGNED ACKNOWLEDGES THAT HE/SHE HAS READ AND FULLY UNDERSTANDS ALL OF THE FOREGOING. The terms and provisions of this waiver, release and indemnification shall be binding upon the heirs, executors, administrators of the undersigned, and use of this waiver, release and indemnification in the absence of the signature below, shall constitute acceptance of the terms and conditions herein. THE UNDERSIGNED expressly acknowledges and agrees that the activities of this ministry involve the potential risk of injury and/or death or property damage. THE UNDERSIGNED further expressly agrees that the foregoing release, waiver and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the Commonwealth of Pennsylvania and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in legal full force and effect. In signing this form I also give permission to use photographs, audio, video footage including my child in camp publicly, along with any media publication that might cover the TIMS program.

(Date)

(Signature of Participant)

(Signature -parent/legal guardian)

Vehicle Information Sheet

Your vehicle(s) will be needed to transport crews to and from the work-sites during the work camp. Vans, small buses and SUV's are the best vehicles for transporting crews. If you bring a charter bus or customized van, you are still responsible for supplying transportation to the work-sites for the number of participants you bring.

Please provide information about your vehicle(s) in the spaces below. Include a primary driver for each vehicle and any other adults that can also drive that vehicle. If someone is able to drive more than one vehicle, please list them under each vehicle they can drive. All drivers must be at least 21 years of age and fully covered by auto insurance. All vehicles should be safe and in good repair.

Planning for the number of work sites is dependent upon the accuracy of this information. Account for seats being removed from vans, if appropriate.

	<u>Vehicle Type</u>	<u>Capacity</u>	<u>Driver's Name</u>	<u>Age</u>
1				
2				
3				
4				
5				
6				

Please keep a copy of this form for your records.

Information for Kitchen Helper

Kitchen Help Duties

Christian Retreat Center's Food Service Director will be in charge of the kitchen, meal planning and food purchasing.

1. Prepare, cook and serve two meals and one evening snack each day. Also, set up for packing lunches. Recipes and menus are provided. Meals are served Monday morning thru Saturday morning.
2. Clean up kitchen during preparation and after each meal.
3. Clean dining room--tables, chairs, floors, buffet line and coffee station.
4. Let the Food Service Director know when an item is getting low.
5. Run dishwasher. Wash dish towels and aprons as needed.
6. Work in cooperation with the Food Service Director, fellow cooks and all other camp staff.

Housing

Kitchen help will have the opportunity to stay in the White Oak Lodge, provided that they are not also acting as youth leaders who are needed in the cabins for supervision.

Arrival & Departure

Kitchen help needs to report to the Food Service Director in the kitchen by 7:00pm. This will allow time for orientation before Monday morning. Departure time is after the kitchen and dining areas are cleaned Saturday morning after breakfast.

Dress

Bring comfortable clothing suitable for working in the kitchen. Aprons are provided. Shorts are permitted. No open toe shoes. Sneakers are best. Limit jewelry to a wedding band. If you wear rings (other than wedding band), nail polish or artificial nails you will have to wear gloves at all times, per the Pennsylvania Health Department.

Sexual Abuse Overview

Please take time to read the sexual abuse overview. It is important that we are made aware of the potential danger and threat in order that we may learn to prevent any abuse from happening to keep our students safe. Please also see CRC's sexual abuse prevention policy and sign (only the point leader) and return with your application.

Facts and Statistics:

- Approximately 1.8 million adolescents in the United States have been the victims of sexual assault.
- Research conducted by the Centers for Disease Control (CDC) estimates that approximately 1 in 6 boys and 1 in 4 girls are sexually abused before the age of 18 (As of February 2014).
- 69% of the teen sexual assaults reported to law enforcement occurred in the residence of the victim, the offender, or another individual.
- Approximately 1 in 5 female high school students report being physically and/or sexually abused by a dating partner.
- An estimated 60% of perpetrators of sexual abuse are known to the child but are not family members, e.g., family friends, babysitters, child care providers, neighbors.
- About 30% of perpetrators of child sexual abuse are family members.
- Only about 10% of perpetrators of child sexual abuse are strangers to the child.
- Not all perpetrators are adults—an estimated 23% of reported cases of child sexual abuse are perpetrated by individuals under the age of 18.

*Statistic taken from the U.S. Department of Justice website.

Who Are the Victims?

Anyone can be a victim of sexual assault, but women and girls are especially at risk. Females are more than six times as likely as males to be victims of sexual assault. Children are particularly vulnerable. Approximately 67% of all victims of reported sexual assaults are under the age of 18, and more than half of these victims are under the age of 12. Approximately one in four girls and one in seven boys are sexually assaulted before the age of 18.

Who Are Offenders Likely to Target?

Most sexual offenses are committed by someone the victim knows — either a family member, friend, intimate partner, or acquaintance.

Who Are Sex Offenders?

There is no such thing as a “typical” sex offender. Sex offenders can:

- be male or female
- be young or old
- have different levels of education
- be married or single
- have strong ties to their families and communities, or have weak ties
- and/or have no record of prior criminal involvement or have a record either for sexual or non-sexual offenses.
- The reasons why they offend, the kinds of interventions required to help them stop offending, and the risks they pose also vary.

*Taken from CSOM.org

Facts vs Misconception

- 1) "It isn't that big of a problem"
 - a. There are 730,000 registered sex offenders in the U.S.
 - b. Male abusers before prosecution:
 - i. With boys an average of 150 victims
 - ii. With girls an average of 52 victims
- 2) "Stanger Danger!"
 - a. 90% of victims know and trust their abuser.
 - i. The risk is inside the fence
 - b. There is no visual profile for sexual abusers.
- 3) "All abusers are adult"
 - a. Peer to peer abuse has a 300% increase since 2006.
 - b. Average abusers being victimizing at the ages of 13 or 14 years old.

Types of Abusers

- Preferential – 90% of abuse
 - o Pedophile – child is 13 years old or younger
 - o Ephebophile – Adolescents
- Situational

Preferential abusers will groom a child and their care-giver or a gate keeper.
Abusers will seem trustworthy, helpful, and responsible.

Grooming Process

- 1) Gaining access:
 - a. They will take opportunities to be close to children
 - b. They will gain trust of the care-giver
 - c. Skilled at meeting a child's needs
- 2) Selecting a child:
 - a. A child who is on the fringe, in need
 - b. The child is looking for someone to trust or follow
 - c. From a broken family or single parent home
 - d. Already involved in drugs or alcohol
 - e. Already interested in pornography and sex
- 3) Introducing Nudity and Sexual Touch
 - a. Barrier testing and erosion
 - b. Sexual joking and discussion
 - c. Playful touch and "accidental nudity"
 - d. Creating a culture where nudity is acceptable/cool
 - e. Magazines and movies depicting nudity and sex
- 4) Keeping victims silent
 - a. Secrecy
 - b. Shame and embarrassment
 - c. Threats (direct or subtle)
 - i. "No one will believe you"
 - ii. "This would hurt your mother"
 - iii. "I think you liked it"
 - iv. "This would wreck our camp"

Common Grooming Behavior

- Gift giver
- Kid magnet activities
- Breaking rules (Tobacco, porn, beer)
- Playful but inappropriate touching
- Repeated time alone with same child
- Touchy with children, pushing boundaries
- Justifying and rationalizing rule breaking

Peer to Peer Abuse

There is usually an imbalance of power. See notes under facts vs. misconception.

- Older
- Larger/Physically intimidating
- Social Status
- Economic Status

Where Does Peer to Peer Abuse Occur? - Areas of high risk!

Swimming>Showers/Changing Clothes (all of these happen daily at camp)

The most common place for peer to peer abuse.... THE BATHROOM!

- Do not send kids alone
- One kid per stall rule
- If possible, stand at an open bathroom door
- Use verbal supervision
- Patrol bathrooms frequently

General Don'ts (and Do's)

- No towels or blankets hanging down on bunk beds blocking visibility. You want a clear sight of vision.
- No special privileges.
- No shower checks (meaning no inspecting to make sure they are clean).
- No tick or lice checks alone. Do those in the open and ideally with the nurse.
- Don't leave the cabin unattended when campers are in there.
- Don't ignore a child who claims to feel unsafe or uncomfortable.
- High supervision in areas of high risk.
- Use the night lights.
- Be aware of water activities (creek & Cowan's gap). There is less visibility under water.
- Be aware of areas in the camp that are less visible.

What happens when a child does tell you of abuse?

- Listen and calmly respond
- Be sensitive to vague or partial disclosure
- Do not ask shaming questions
 - o How could you let this happen for so long?
 - o Why didn't you tell anyone sooner?
 - They are not at fault and can often be manipulated not to tell
- Do not tell your camper/student that you can keep a secret. NO SECRETS!
- Tell the PD as soon as possible!

It is not just your right but it is your responsibility to communicate potential abuse to the right people.

www.keepkidssafe.pa.gov

Sexual Abuse Prevention Policy

Teens In Missionary Services

It is of first importance that the Christian Retreat Center is able to provide a healthy atmosphere for the growth and spiritual development of children, youth, and adults. The mistreatment or neglect of children and the resulting severe effects is of primary concern to CRC. Child abuse is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Abuse may be physical, verbal, emotional, or sexual and can lead to severe emotional, physical and behavioral problems. Due to its concern for the welfare of children and youth, CRC has developed policies, standards, guidelines, and training to aid in the detection and prevention of abuse. In addition, employees and volunteers are screened and background checks are conducted.

Cabins

The cabins naturally have a higher risk for sexual abuse to happen as stated in sexual abuse overview sheet. Youth Leaders should do the following when in the cabins...

- No men in the women's cabins. No women in the men's cabin.
- Youth leaders will have beds on opposite sides of the cabin so they can monitor from different perspectives.
- Youth leaders will keep a clear sight of vision to all the bunk beds. Do not allow towels or blankets to be draped over the sides that may create "fort like structures", secrecy, and visual barriers.
- Youth leaders will keep the bathroom door open when campers are using the showers (privacy will not be invaded with an open door. Individuals will have privacy when in the shower/bathroom stalls).
- When having to assist a student in the shower the youth leader will be clothed and will remain in sight of the bathroom door which provides visibility for those who are in the bunk room. A youth leader will never physically enter the shower with a camper.
- Youth leaders will not embarrass or shame campers who desire to change outfits in privacy or in the bathroom stalls.
- Youth leaders will not change clothes openly (meaning to make a display or a big deal of) and should do so in a calm and in a nonchalant manor.
- Youth leaders will not do shower checks to see if campers are clean to see if they used soap and shampoo.
- Youth leaders will not allow wrestling, inappropriate dancing, or nudity in the cabin.
- Youth leaders will not lay down in the same bed as a camper,
- Youth leaders will use the night lights provided in each cabin every night.
- Never be in a cabin (or any other building) in a one-on-one situation. If a one-on-one situation is likely to happen join another cabin temporarily until more people arrive to be with you in your cabin, join a group of people, or wait outside where visibility is clear.

Around the Camp

Youth leaders are to supervise their students at all times. Students are not permitted into building without a leader's supervision.

There will be a minimum of three people in every group regardless of where they are on the grounds.

Job Sites

Do not allow students to go into the homeowner's home alone. Always go in groups when/if invited in.

Know where your students are and what their projects are at all times.

These policies are in place not to be a hindrance to groups enjoying a great week of TIMS, but to provide protection for the students, the youth leaders, your church/ministry, and for CRC.

The staff at the Christian Retreat Center has completed required state background checks which include Criminal Background Checks, Child Abuse Clearance, and FBI Fingerprinting.

We are trusting that your church/ministry has also taken the proper precautions to screen and clear your youth leaders.

Please print and sign your name stating you have read and will respect our sexual abuse prevention policy in order to keep every as safe as possible.

Print Name

Sign Name

Date