



GROUP REGISTRATION PROCEDURE

All registration information should be completed and sent to:

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

1. **REGISTRATION:** Fill out the form 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.
 - A \$500 deposit is required. This is non-transferable and non-refundable.
 - Review and sign our Sexual Abuse Prevention Policy. One copy per group needed.
 - After mailing in your registration, deposit, and abuse prevention policy, you will receive a confirmation packet containing all of the details for your week at TIMS.

2. **TEAM LIST (Due May 22nd, 2026)**
 - Team lists must include all members who are participating. This includes names, ages, and t-shirt sizes of all in attendance.
 - Teams are requested to bring 1 adult leader for every 5 youth. Any changes to the Team List need to be made no later than one month before your arrival. Team member who cancel within two weeks of the arrival date will not be refunded.

3. **MEDICAL FORM (Due May 22nd, 2026)**
 - All participants and leaders attending must fill out a medical form.

Registration Form:
Together In Mission Services
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)

Contact Person: _____ Email: _____

Contact Number: (_____) _____ Office Number: ____ or Cell Number: _____

Weeks of TIMS for 2026: Please mark your preferred week.

Week 1: June 14 - 20 _____

Week 2: June 21 - 27 _____

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

Specific skills your group will bring to TIMS:

Carpentry: _____

Mechanical: _____

Electrical: _____

Painting: _____

Skills: _____

The total cost per person is \$360.00

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.

Vehicle Information Sheet

Your vehicle(s) will be needed to transport your teams to and from the work-sites during TIMS. Vans, small buses and SUV's are the best vehicles for transportation. 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.

| | <u>Vehicle Type</u> | <u>Capacity</u> | <u>Driver's Name</u> | <u>Age</u> |
|----|----------------------------|------------------------|-----------------------------|-------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

Please keep a copy of this form for your records.

Christian Retreat Center

Sexual Abuse Prevention Policy

Together in Mission Services

Please sign and return with registration form.

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.
- It is recommended youth leaders 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 not change clothes openly (meaning to make a display of or attract attention to) and should do so in a calm and in a nonchalant manor.
- 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.
- 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 take 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 everyone as safe as possible.

Print Name

Sign Name

Date