



CAMP MONADNOCK

Ignite Leader's Packet

Commented [SM1]: Do we have an Ignite logo? Or is it the same as Ascend?

Commented [JH2R1]: We don't have anything yet, can just use the general camp monadnock logo for now

DEAR YOUTH LEADER,

We are so excited to have you and your students joining us for Ignite! We anticipate that God will move in tremendous ways during this coming weekend. Designed to be more than just a weekend full of excitement, our Ignite program is crafted to provide an experience that allows students and leaders to take their next step in their relationship with God.

This packet contains the information that you need to know prior to your group's arrival at Camp Monadnock. **Please give it a thorough read-through and know that we'd love to answer any questions that you have!**

Just a heads up, there are two main parts to booking in for Ignite: 1) the group reservation, and 2) individual registrations. Once you've reserved spots for your group, every student and leader will claim their spot with your group by completing an individual registration at monadnock.camp/register. (Don't forget to register yourself!) This online setup for individuals streamlines the preparation you must do leading up to Ignite, as well as the actual check-in process when you arrive for your retreat.

If you need contact information or medical information for the members of your group, just let us know and we can pass your group information on to you without you having to collect it yourself.

Your success is our success. If you need resources, have a question, or want to suggest a way that we can better serve your group, we would love to hear from you. It is our joy to serve you in this process.

We will take care of the details so that you can focus on what you love: connecting with and discipling your students.

Again, if you have any questions, or simply any suggestions on how we can serve you better, please don't hesitate to contact us!

The Camp Monadnock Office
office@berea.org // 603-744-6344

BEREA MINISTRIES



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LEADER RESPONSIBILITIES

Your responsibilities as a group leader fall into these basic categories:

Spiritual

- Pray that God would show you the students He has for you to bring this year.
- Challenge your students to reach out to those God would have them invite.
- Be a model of Christian character. (Your kids will often do what you do, not necessarily what you say.)
- Be sensitive to the spiritual needs of your group and those around you.
- Be ready to pray with your students and to participate in conversations with them throughout the weekend.
- Be open to whatever God would do in your own life.

Relational

- Make the first move in initiating conversations.
- Learn to listen. Teach how to listen by your example.
- Follow camp rules and enforce them gently but firmly with your students.
- If you must discipline, do it privately.

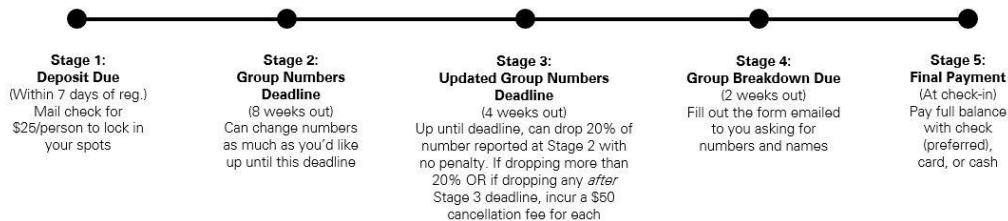
General

- Be prepared for check-in when you arrive. Know who is with your group and have payment ready.
- Help with crowd control. Leaders stay in the rooms with their youth groups. It is your responsibility to settle your group down at night. Assist at meals and at meetings by making sure your students are all present and on time.
- Monitor and/or dispense your students' prescription medications or other medical needs. There is not a nurse on site during our Ignite weekend.
- Participate in activities—we love your enthusiasm, and so do your kids!
- Get involved . . . You make a difference!

Please share these responsibilities with each of your leaders and make sure they understand their roles.

UPDATING GROUP NUMBERS & PAYMENTS

The following graphic and page detail the few stages requiring action from the time you register until the day you arrive for your retreat. These checkpoints have been developed to help you bring as many people as possible while avoiding any cancellation fees, and so we can have an accurate count to prepare for the weekend and to avoid wait-listing groups unnecessarily. If you have questions, please let us know. (We'll take any excuse we can get to connect with you!)



| UPDATING GROUP NUMBERS & PAYMENTS |

Stage 1: Deposit Due
Reserving your group's spots requires just a \$25/person deposit. This deposit should be mailed* or paid with card or e-check over the phone within 7 days of your registration date . Your group's spots will not officially be locked in until the deposit is received.
Stage 2: Group Numbers Due
Eight (8) weeks from your retreat we ask you to give us your best estimate of how many people will be attending (students and leaders). The number you give us is your best guess —it can go up (as long as space is still available— just ask us if it is!) or down from your original group reservation number. (Up until this deadline, you can change your numbers as much as you would like without incurring any cancellation fees.)
Stage 3: Updated Group Numbers Due
Four (4) weeks out from your retreat we ask you to update us on your expected numbers. Please give us the exact number you are able so that we can determine if we have space to add any campers/groups who are on our waitlist. You may still increase (if space allows—please ask about availability FIRST!) or decrease numbers up until/after this deadline according to the following: <ul style="list-style-type: none"> • Up until deadline: Drop up to 20% of the number you reported by Stage 2 with no penalty. Any spots dropped beyond 20% will result in a \$50 cancellation fee each. • After deadline: All spots dropped after this date result in a cancellation fee of \$50 each, even if the drop is within 20% of your Stage 2 number. <i>Example: You report an expected 40 people by your Stage 2 deadline. You can drop up to 8 spots (20% of 40) without any financial penalty if you do so by your Stage 3 deadline. If you drop 10 by your Stage 3 deadline, it will result in 2 cancellation fees of \$50 each, or \$100 total, which will be added to your final balance. If you drop any after the Stage 3 deadline, each of those dropped spots will result in a \$50 cancellation fee.</i>
Stage 4: Group Breakdown Due
About two (2) weeks out from your retreat, we will email you a form that collects the following info: <ul style="list-style-type: none"> - Number of male and female campers - Number of male and female leaders (must have at least 1 per room, appr. 1 leader:10 students) - List of all leaders' names for name tags This form should be returned 10 days before your retreat so we can arrange housing and print name tags for your retreat. (If you must change any of the info you entered later, just email or give us a call to make those modifications.)
Stage 5: Final Payment Due at Check-In
Final payment for your group is due at check-in when you arrive on Friday night. The final balance owed will be determined by the exact number of people you actually bring (as this often changes last minute). The easiest way to pay is to bring a blank check and to fill it in at check-in or an e-check where we can directly withdraw funds from your church's bank account. If you must bring an already-written check, try to bring a card to pay for any possible additional payments. If your check is written for more than is due, we will write you a refund check the following week. <ul style="list-style-type: none"> • Make checks out to "Berea Ministries" and mail them to 68 Berea Rd, Hebron, NH 03241. Please write "Ignite" and your retreat dates in the memo line. • Note that payments are only due at Stage 1 (shortly after making your group reservation) and Stage 5 (at check-in). You do not need to worry about any payments when you update numbers. • You may pay the final balance ahead of time, but it is not due until you arrive on Friday for your retreat. • We cannot accept personal checks from individual families. Your group members should pay the church/group and then the group pays us. • Payment by check or e-check is preferred. We also take cards but must apply an additional convenience fee of 3% for any credit card payments of \$1,000 or more. • Take special note if you registered your group after Stage 2 and/or Stage 3 group number due dates for your weekend have already passed. The same financial policies still apply.

Commented [SM3]: These policies still the same? Early bird by April 30th?

Commented [JH4R3]: Yes we should use the summer camp earlybird deadline so April 30 this year, and then the days out policies from Encounter

Commented [SM5]: Is e-check the new preferred payment?

We will send email reminders about deadlines. If you have any questions regarding these policies, please don't hesitate to contact us. We'd love to help you out!

DATES TO NOTE

Commented [SM6]: Insert chart of due dates for Ignite weekend

Use the following chart to see when each stage occurs for the specific weekend you are signed up for:

IGNITE DATES:	Stage 1: DEPOSIT DUE	Stage 2: GROUP NUMBERS DUE	Stage 3: UPDATED GROUP NUMBERS DUE	Stage 4: GROUP BREAKDOWN DUE	Stage 5: FINAL PAYMENT DUE AT CHECK-IN
IGN: July 25-27	7 days after reg.	Fri, Jun 27	Fri, May 30	Tues, July 15	Fri, July 25

Note: Each deadline occurs at 5 p.m. on its day listed above.

Helpful Tip: Please plan if your Stages 2 and 3 deadlines fall near a holiday, as meeting these deadlines on time will help you to avoid cancellation fees. Your youth group schedule will likely be modified around the holidays, so you may need to submit your numbers early before your group takes time off.

SAMPLE IGNITE SCHEDULE

**This is not a finalized schedule and is subject to change.*

Commented [SM7]: Add updated Ignite Schedule. Is there an earlier check-in time with it being summer?

Commented [JH8R7]: Yeah I'll work on an updated schedule and create an ignite program folder and then share with everyone, I do think we can go earlier since don't have to get out of school

Friday Evening:

- 7:00pm- 8:00pm: Arrival
 - Game Room
 - Hillside – Frappes/Ramen, 9-Square, Gaga
- 8:30 pm: KaBoomNock - *Chapel*
- 9:15 pm: Opening Chapel - *Chapel*
- 10:30 pm: Leaders' Meeting/Students Snack - *Monadnock Room/Dining Room*
- 11:30 pm: In Rooms/Group Discussions/Quiet Time

Saturday Morning:

- 7:30 am: Leaders' Meeting - *Monadnock Room*
- 8:30 – 9:15 am: Breakfast and Group Photos
- 9:15 – 9:45 am: Free Time (Game Room, Hillside Games, Mini Golf, Brush and Flush)
- 9:45 am: KaBoomNock – *Chapel*
- 10:30 am: Morning Chapel - *Chapel*

Saturday Afternoon:

- 11:30am – 12:15pm: Group Discussions
- 12:15pm – 1:00pm – Lunch
- 1:00 pm – 5:00 pm: Activity Options and Tournaments – Details TBD – Hatchets, Archery, Climbing Tower, Swimming, Paddle Boats, Gaga, Volleyball, Basketball, Hillside, Red Barn, and more.
- 1:30 pm – 3:30 pm: Paintball (sign up at info table, \$10 per 1 hour session)

Saturday Evening:

- 5:00 pm – 5:45 pm: Dinner
- 6:30 pm: KaBoomNock and Tournament Results - *Chapel*
- 7:15 pm: Evening Chapel – Next Steps Night - *Chapel*
- 8:30 pm – 9:30 pm: Group Discussions
- 9:30 pm – 11:00 pm: Activity Options: TBD
- 11:00 pm: In Rooms/Quiet Time

Sunday Morning:

- 7:30 am: Leaders' Meeting - *Monadnock Room*
- 8:30 – 9:15 am: Breakfast
- 9:15 – 9:45 am: Free Time/Packing Time (Open: Game Room, Broom Ball, Hillside Games, Mini Golf)
- 9:45 am: KaBoomNock – *Chapel*
- 10:30 am: Closing Session - *Chapel*
- 11:30 am: Group Discussions – *Breakout Rooms*
- 12:00 pm: Lunch
- 12:00 pm – 1:00pm: Red Barn

INDIVIDUAL REGISTRATIONS

Commented [SM9]: Go through once season is built

All attendees (campers and leaders, including you!) must claim their spot with your group by submitting an individual registration at monadnock.camp/register. Beginning a month before your retreat, we will send you a weekly list of who has signed up for Ignite with your group. (You may also reach out to us for a current list at any time. Just email or give us a call!) **If you need the contact information or medical information for your group attendees, just let us know and we can pass that information on to you without you having to collect it yourself.**

Please note that your group's number of reserved spots is based off our communication with you as the group leader. If you reserve 30 spots for your group and 35 individuals register, you still have only 30 spots available. If you need to change the number of attendees expected with your group (up or down), please contact our office directly. All number changes and payments must go through you, the main group leader. (Unless you've opted in for a custom plan, no payment is collected when individuals register, and all payments go through the group. See pages 4 and 5 for the details on deadlines and payments.)

Ignite Individual Registration Instructions

How to Log In:

1. Go to monadnock.camp/register.
2. Create an account or log in.
 - **NEW Camp Attendees**—Create an account using the “New user sign-up” box.
 - **Previous Camp Attendees**—Log in to your account with your email and password. Use the “Reset password” link if you do not know your password or contact our office if you do not know which email address is associated with your account.

**NOTE: If you are a student registering yourself, your login email must be one of your parents'/guardians' email addresses to correctly access your family's account.*

How to Register:

1. Under the “Start a New Registration” section, click the “Start application” button under the Ignite season for the applicable year.
2. Once into the season, simply follow the step-by-step instructions. (Note that if you are registering multiple family members, some identical steps will be required for each person. This is correct.)
3. When successfully finished, you will see a confirmation screen and will get a confirmation email.
4. Once you have completed your registration, **please let your main group leader know so they can make sure to keep you in the loop as your Ignite retreat approaches.**

How to Register an Additional Family Member or Add Another Session Later:

If you've already completed an Encounter sign-up and later need to sign up another family member or to add an additional session for someone who has already signed up...

1. Log in at monadnock.camp/register and click “View details” under the Encounter season.
2. Click the “Add people, sessions, options” button.
3. Select the person you would like to sign up for or want to add an additional session for.
 - *If you are signing someone up for an additional session, you will notice that you cannot edit the Permission & Release Form to designate which church/group the new sign-up is with. Contact our office so we can reopen or update the form for you.*
4. Follow steps 2-4 of “How to Register” above.

**Need your login info or have questions? Contact our office at 603-744-6344 or office@berea.org.
Access a PDF of these step-by-step instructions to send to your group's families [here](#).**

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IMPORTANT INFO & REMINDERS

Individual Registrations

All attendees (campers and leaders) must complete an individual registration at monadnock.camp/register to claim their spot within your group reservation. If you need the contact and/or medical information for your group attendees, just let us know and we can pass that info on to you without you having to collect it yourself. **Feel free to send your students/families this PDF of step-by-step instructions for individual registrations by clicking [here](#) to download the form off our website.**

Commented [SM11]: Link Ignite instructions. This is old doc for Encounter

Payments

We ask all churches, if possible, to pay by check or e-check. This helps keep credit card fees and the cost of camp as low as possible. **(We must charge a 3% processing fee for any card payments of \$1,000+.)** For checks, only checks from the church or youth leaders are accepted. Checks from campers' families will not be accepted.

Housing

Due to the beliefs of Berea Ministries, all students are housed male/female and individuals must be housed in cabins of their birth gender. You will be responsible for assigning leaders and campers to your cabins assigned by the Camp Monadnock Staff that fit your number breakdown that you give us. Each cabin must have a leader assigned to it.

Leader: Student Ratio

Groups must provide at least one leader per room. While our rooms range in size from 4 to 12+ beds and groups will be placed in the room they best fit in, groups should plan on a leader: student ratio of at least 1:10.

Check-in Procedure & Vehicles

When you arrive to check in on Friday night, **the main group leader will check in for the entire group. All other leaders and the students will wait** until the main group leader returns with housing assignments and additional information. We also ask that all groups bring at least one car to keep on site for non-emergency or emergency situations throughout the weekend.

Pranks

Camp Monadnock is not a "prank camp." We are praying for changed lives, and as pranks can be a distraction from the ministry that is happening, our simple request is that you help us in discouraging pranks amongst your group.

Packing List

A sample packing list can be found on page 12.

FOOD ALLERGIES

If anyone in your group (student or leader) has an allergy that limits what they can eat, they should fill out the Allergies and Dietary Restrictions form as part of their individual registration. Attendees with less-common allergies (not gluten or dairy) can get in touch with our Food Service Staff to work out suitable meals or to arrange storage if bringing their own prepared food if needed. Group leaders and parents are allowed to contact the Food Service Staff by calling the office at 603-744-6344 and asking to be transferred to the Kitchen.

Camp Monadnock's kitchen is nut-free (peanut and tree nut) except for coconut, which is listed as a tree nut by the Food and Drug Administration. Also, please be aware that foods containing peanuts and tree nuts can be brought by other guests and purchased in vending machines on site.

PAINTBALL FAQs

Q: How old do you have to be to play paintball?

A: 12 years or older

Q: How much does paintball cost?

A: There is a \$10 field fee for each one-hour session. The field fee covers the cost of your marker, mask, and a full hopper (200 rounds) of paint. Additional hoppers with 100 rounds of paint can be bought on the field for \$5 each.

Q: Where do we play?

A: Encounter paintball sessions are played on Camp Monadnock's onsite paintball course and are closely monitored by a trained staff member or volunteer.

Q: Can I bring my own equipment to camp?

A: Yes, you may bring your own marker; however, you are required to use one of Camp Monadnock's compressed air tanks. You **must** turn your marker in when you arrive on Friday night.

Q: What do I do if I only have a CO₂ tank on my marker?

A: We have compressed air tanks you can use. CO₂ will not work under the cold New Hampshire conditions for any length of time, so it is important to check that your marker is **compressed air-compatible** before arriving at camp. (Check your manual or with the manufacturer.)

Q: Can I bring my own paint?

A: No. This is standard procedure for paintball fields. You must use our paint to play.

Q: How much does it cost if I bring my own equipment?

A: The same as the regular fee—\$10 for each one-hour session.

Q: What kind of clothes should I bring to play in?

A: **Warm winter clothes!** Warm socks, boots, a winter jacket, ski pants, a hat, and gloves are a necessity. Paint will wash out of **most** fabrics with ease.

Q: How important is the Paintball Release Form?

A: **You cannot play without it.** The Paintball Release Form can be filled out by logging in at monadnock.campbrainregistration.com. Turning in the form does not mean you have to play, but if you don't have the form, you cannot play.

Q: Does turning in my form mean that I am signed up to play?

A: **No. You must sign up in person**, pay the fee, and get your hand stamped. The stamp is your ticket to play.

CLOTHING POLICIES

As we are preparing for campers to arrive at the camp, there are a few guidelines we wish to suggest as the bags are packed. As a Christian camp, a goal of ours is to allow campers to get to know each other in a wholesome atmosphere where the importance of external appearances is minimized. Therefore, we have set in place certain values as an organization, for instance, a sense of modesty in our attire. This is something we ask both our campers and staff/volunteers to maintain.

To aid us in the support of these goals for the benefit of our campers, we would appreciate your help in assisting your child as s/he is packing. We understand that in today's changing fashion world it may be difficult to determine what type of clothing is suitable while s/he is with us at camp, which is why we've set forth some guidelines, listed below.

Clothing Guidelines

- **Shirts** should be full-length. (*If arm motion causes a show of midriff, it's too short.*)
- **Tank tops** should have a wide shoulder strap (*at least 1½ inches*); no dropped armholes.
- **Shorts** should have at least a modest 3-inch inseam and no holes in them.
- **Pants** should be worn in such a way to avoid *any* show of underwear.
- Acceptable **bathing suits** include swim trunks, one-piece suits, and tankinis with definite overlap. Bathing suits that are predominantly white are not allowed. A dark colored t-shirt and possibly shorts should be worn over bathing suits that don't fit these guidelines.
- **No mini-skirts.** What is considered a mini skirt is up to the discretion of the administration.
- **Shoes or sandals must be worn, at all times except at the waterfront. Sneakers must be worn for all games and activities.**
- We hope this will help as you prepare your son or daughter for his/her experience at camp. We are looking forward to a great summer!

Only by Grace,



Nate Parks President/CEO

WHAT TO BRING

Clothing

- Summer outfits and swimsuits
Please refer to the Clothing Guidelines on the previous page.
- Pajamas
- Sweatshirts and pants—it does get cool here!
- Sandals and two pairs of sneakers
- Raingear
- Cool weather jacket
- Laundry bag (preferably not a trash bag as it may get mistaken as trash)
**Please label your campers' clothing. This greatly helps cut down on lost items.*

Commented [JH12]: We should make the what NOT to bring match Encounter rather than Ascend, the only one I am noticing on here that would be different is group leaders may allow their students to keep their phones, that will be determined and managed by the group leaders.

Bedroom/Bathroom Items

- Toothbrush, toothpaste, hairbrush, shampoo, soap, deodorant, etc.
- Towels—bath towel, beach towel, and hand towel
- Sleeping bag and/or twin-sized bedding
- Pillow

What NOT to Bring

- Firearms or archery equipment, alcohol, tobacco, pets, and non-prescription drugs
- Any vaping products

Other

- Small backpack or drawstring bag for carrying items around camp
- Bible, pen/pencil, notebook
- Water bottle
- Bug repellent and sunscreen (that the camper can self-apply)
- Flashlight and batteries
- Sunglasses/hat
- Umbrella
- Swimming goggles
- Hand sanitizer and/or disinfecting wipes
- Small fan (optional)

We love the generous spirit amongst our campers. However, please remind your camper that Summer Camp is not the place to share water bottles, hand towels, hairbrushes, etc.

LOST & FOUND POLICY

Clothing and personal belongings left by a camper will be held for two weeks after the close of the session s/he attended. After that, all lost and found will be suitably disposed of. If you notice you or your camper has left something behind, call the Office at (603) 744-6344 to arrange delivery and pay the shipping cost. To ensure that your lost items can be identified properly, **don't forget to label.**

Also, due to health reasons, Berea Ministries will immediately dispose of socks, toiletry items, etc.