



U.M. ARMY Church Coordinators Checklist #1

Enclosed:

- Registration cover letter
- Individual Registration Form 06-10T
- Participating Church Roster Form 06-11T
- Church Coordinator Checklist #1 & #2
- Service of Commission for Participants
- List of all Training Dates

Forms Must Be Received In U. M. ARMY Office On Or Before:

Christmas Camp; Dec. 1, 2009

Spring Break Camp; Feb. 15, 2010

College Camp; Apr 15, 2010

Summer Camps in June; Apr 15, 2010

Summer Camps in July; May 15, 2010

Before mailing in your forms please verify that you have met the following requirements.

- _____ Two adults for every five youth
- _____ One vehicle suitable for job of every adult
- _____ *All youth will have completed the 8th grade by June 2009-**NO EXCEPTIONS**
- _____ Signed Individual Registration Forms for every youth, adult, and young adult
- _____ Participating Church Roster signed by Senior Pastor verifying all Adults and Young Adults
- _____ Signature of Coordinator stating that all adults have had a Safe Sanctuary background check
- _____ Return each original individual registration form with the balance due payment for your group (make a copy of the form to keep)
Total # Participants x \$215 _____
Subtract Group Registration Deposit _____
Final Payment Balance Due _____
- _____ Return the Participating Church Roster with the forms and final payment (make a copy to keep).
- _____ Verify that there is a *designated adult* church representative attending camp

Please *mail or deliver* package to:

U.M. ARMY-Texas Conference
PO Box 590103
Houston, TX 77259-0103

Physical Address
9601 W. Fairmont Parkway
LaPorte, TX 77571

For registration assistance please call
281-479-0103

Phyllis@umarmytx.org Camp Coordinator David@umarmytx.org Executive Director
Website: www.umarmy.org/conference/texas

**For Christmas and Spring Break, minimum age is currently enrolled in 9th grade, for summer Work Camps the participants must have completed 8th grade.*

Allowing any persons to participate in or in any way be involved at U.M. ARMY camps puts the entire program in jeopardy. U.M. ARMY and all participants are obligated to comply with this requirement.



U.M. ARMY Church Coordinators Checklist #2

One month prior to camp:

- ___ Be sure all participants have their appropriate Travel Guide and that you have reviewed it with the group
- ___ Fund raising activities complete
- ___ Trailer for tool transportation confirmed

Two weeks prior to camp:

- ___ Tool, cleaning and first aid kits ready
- ___ Materials being taken to camp collected
- ___ Have participants complete their tool lists for your inspection
- ___ Individual's initials or names on tools and color coded [assigned by Director]
- ___ Line up **relief drivers** for Saturday if needed, very important for safety if serving several hours from home.
- ___ Confirm that each adult has the "know before you go" fact sheet from U.M. ARMY-Texas Conference

Saturday before camp:

- ___ Load tool trailer [responsibility of Participating Church, not supplied by U.M. ARMY]
- ___ Collect individual tool lists and keep to be used when gathering items at end of camp
- ___ Load kits
- ___ Load ice chests and water coolers
- ___ Load sleeping bags, cots, luggage
- ___ One ice chest **per car** collected, labeled and color coded
- ___ One 3-5 gallon **water cooler per car**, labeled and color coded
[important that every Work Team Adult has a cooler & ice chest]

Sunday:

- ___ Commissioning of Participants by Pastor and Congregation of home church
- ___ Arrive at U.M. ARMY at time specified by Camp Director
- ___ Begin the most wonderful Mission Experience of your life!

*Adult Training
Volunteer Development Conference
Saturday May 1, 2010; Lakewood UMC, Houston
8:00am - 2:00 pm
Saturday May 15, 2010; Gladewater UMC, Gladewater
9:00 am-noon*

Online Registration for training available at www.umarmy.org/conference/texas
beginning April 5, 2010