



## CAMP COORDINATOR CHECK LIST & IMPORTANT INFORMATION

### 1. Before Camp Consent Forms are handed to parents:

- Decide what camp your students will be able to attend based on age & grade. Fill in your church name and city and check the appropriate box for the week you select before making copies of the Consent Form. Set a deadline for parents to return Camper Registration Forms and a \$50.00 deposit. Please remember that **deposits are non-refundable**, however you may transfer a deposit to another student coming to the same week of camp.

### AGE REQUIREMENTS:

**Kids Camp:** Students must be 8 to 12 yrs. of age –OR– entering 3rd grade through 6th grade\* in the fall of the current year. Please note, the grade requirement is based on enrollment in a **PUBLIC SCHOOL** system & does not apply to home school students. Due to the academic speed of home school systems, please adhere to the age requirement when registering home schooled students for kids camp. If you have any questions, feel free to contact our office.

*\*If the student is 12 yrs. old AND entering the 6th grade this Fall, they have the option of attending Kids Camp AND/OR Youth Camp.*

**Youth Camp:** Students must be 12 to 18 yrs.\* of age –OR– entering 6th grade\*\* through 12th grade in the fall of the current year. Please note, the grade requirement is based on enrollment in a **PUBLIC SCHOOL** system & does not apply to home school students. Due to the academic speed of home school systems, please adhere to the age requirement when registering home schooled students for youth camp. If you have any questions, feel free to contact our office.

*\*If the student is 18 yrs. old and has graduated from high school in the spring prior to summer camps, they **MUST** come to youth camp as a “camper” and **NOT** as a volunteer assistant or group chaperone.*

*\*\*If the student is 12 yrs. old AND entering the 6th grade this Fall, they have the option of attending Kids Camp AND/OR Youth Camp.*

- Copy Consent Forms and Parent Information Pages as needed for your group.
- Distribute both to parents. ***It is very important that they receive BOTH!*** Parents should keep the information page of the application for their reference.
- Work with your pastor to recruit volunteers from your church to attend camp with your students. Volunteers are important for filling the many job assignments at camp, but also for altar ministry and follow-up after camp for students who may have been saved or filled with the Holy Spirit while with us.

***\*We require a signed and notarized Background Check Affidavit showing proof that a full National Criminal Background Check and National Sex Offender Registry Check has been completed for every Volunteer Staff person. Volunteer Staff that have not been background checked will not be permitted to stay at the campground.***

- The recommended ratio of volunteers to students is 1 to 8. For every (up to) 8 students (based on gender), you are encouraged to bring 1 volunteer staff member. For example, with 8 male students and 9 female students, we would encourage bringing 1 male leader and 2 female leaders. If you are unable to find enough volunteer staff to accommodate your entire group, you will still be allowed to attend, however, we would prefer that you aim to bring a minimum of 1 volunteer staff member (per gender) for your group. Additional leaders are also welcome to attend but are subject to the full registration costs. See below.

## 2. Registration Cost:

- Youth Camp Students - \$245
- Kids Camp Students - \$225
- Volunteer Staff (ages 21+) - Free if they are within the allowed ratio.\*
- Volunteer Staff Assistant (ages 19-20) - Free if they are within the allowed ratio.\*
- Intern - Kids Camp Only (ages 15-18) - Dependent\*\*

***\*If your church has gone over the recommended number of volunteers (1:8 ratio), the full registration cost (\$245 – youth camp; \$225 – kids camp) must be paid by each volunteer staff person still wishing to attend any week of camp. This applies to all ages of volunteer staff. The camp coordinator at the local church will determine which volunteer staff will pay the registration fees. We suggest you follow the “first come, first served” rule when charging volunteer staff over the recommended volunteer to student ratio.***

***\*\*If a student attends Youth Camp, the registration fee is waived to be an Intern for Kids Camp as long as the recommended ratio of volunteers to students is met. If the student does NOT attend Youth Camp (or your group is over the recommended ratio of volunteers to students) and wish to attend Kids Camp as an Intern, the full registration cost (\$225) will apply. Kids Camp Interns must complete the Student Consent Form complete with a parent signature to attend.***

## 3. Online registration begins February 10, 2026, at 12pm (CST):

- To guarantee the week of camp that your group plans to attend, you must **REGISTER & PAY** your \$50 deposit (per attendee) at the time of registration. Deposits can be made online using your camp registration portal or checks can be mailed to the Tennessee Ministry Network office. If mailing a check, please contact Brittney Till at [btill@tnaog.org](mailto:btill@tnaog.org) and let her know it is on its way. Registration forms will not be due at the time of registration; however, we do require that they be uploaded to your camp registration portal at least **30 days prior** to your camp start date.

#### 4. When the Camper Consent Forms are turned in to you:

- Look over the consent forms to see that **BOTH PAGES** are filled out completely, correctly and legibly. Please pay specific attention to the following:
  - Attendee Name, Age, DOB, and Gender
  - Appropriate Role (Student, Adult Staff, Assistant Staff, Intern)
  - Correct Week of Camp
  - Insurance Information
  - Emergency Contact Name & Information
  - Parent's Signature
- If parents are writing a check to pay for their students, please make sure the check is made out to **YOUR CHURCH** and **NOT OUR OFFICE**. At camp registration/check-in, you will submit **ONE CHURCH CHECK** made out to Tennessee Ministry Network – or best, **PAY ONLINE!**
- Register & pay deposits for your group total (*if not already completed*).
- Upload consent forms to your camp registration portal **30 days prior** to the week of camp you are attending. This is the preferred method of consent form submission, however, if you are having difficulty doing so, please contact Brittney Till at [btill@tnaog.org](mailto:btill@tnaog.org) for assistance or to make other arrangements.

#### 5. Before Camp:

- You will be emailed a summary sheet showing all registered attendees as well as a final balance due once you arrive at camp check-in. Look over this report to check for any mistakes we may have made.
- Email any corrections to Brittney Till at [btill@tnaog.org](mailto:btill@tnaog.org) as quickly as possible. **All corrections must be received in writing.**
- Complete a headlice check **BEFORE** your departure. If there is evidence of headlice upon arrival, attendees will not be sent home, however, the infected individual will be treated and all their belongings thoroughly washed before they are allowed to settle into their lodging assignment. Catching these cases ahead of time will help to alleviate an unpleasant and time-consuming start to your week of camp.

#### 6. First Day of Camp:

- Upon arrival to camp, please send your primary leader to the cafeteria for registration/check-in. During this time, you will make any necessary adjustments to your registrations and pay any balances due. Payments can be made online using your camp registration portal or by submitting **ONE CHURCH CHECK** made out to Tennessee Ministry Network.
- On-site camp registrations can be very difficult for us to accommodate based on bed space availability, so please **contact the TYM Office to be sure space is available before bringing anyone extra to camp.** We prefer that any extra attendees be pre-approved by our TYM Office no later than 48 hours prior to camp check-in. If a last-minute registration is approved, you must upload the attendee consent form to your camp registration portal before arrival or submit it at registration/check-in. **If a consent form is brought to camp without the proper signatures, the student WILL NOT be permitted to stay.**

- Collect all medications to be turned into the camp Nurse's Station upon arrival. All medications must be prescribed in the camper's name and in its original container. Medications will be logged by our camp nurse and stored appropriately throughout the week. Students will visit the Nurse's Station when it is time to take their medications.
- Camp is a cashless society. All monies should be exchanged for Cash Cards in denominations of \$5, \$10 & \$20 upon arrival at camp. Additional cards may be purchased during the week. Monies not spent on cash cards are non-refundable. Cash cards are used for concessions and shirt shack purchases only.

## **7. Camp Arrival and Departure Times:**

- Camp Arrival:** All camps (Youth **AND** Kids) register on the first day starting at 2:30 p.m. Central Standard Time. Registration/Check-In is from 2:30 p.m. to 4:30 p.m. with dinner to follow at 5:00pm. **No one will be allowed to register early.**
- Camp Departure:** Camps close at 11:00 a.m. on the day of departure after the morning closing service.
- All campers MUST vacate the premises by 12:00 noon.** Any parent/guardian picking up a camper must make plans to arrive at the camp with enough time to load all of the camper's personal belongings and be ready to leave before 12:00 noon.

## **8. Lodging:**

- Camp Jackson offers both cabins and dorms for our students and leaders. Lodging on the campground is divided by gender. Males are lodged on one side of the campground and females on another. Churches will be lodged together with their leaders and students. Lodging assignments will be given to you upon arrival. Special lodging assignment requests will be taken on a case-by-case basis.

## **9. Camp Contact Information:**

### **Address:**

Jackson Conference Center  
2601 Greer Road  
Goodlettsville, TN 37072

### **Phone:**

For phone contact, please reach out to your group's leaders or call our TN Ministry Network Office at: 615-988-5695.

# IMPORTANT PARENT INFORMATION

(Can also be found in the Parent Information Packet)

## 1. Medical Concerns:

- If your student comes to camp with prescription medicine, it must be given to the camp nurse upon arrival. **All medications should be:**
  - Clearly labeled with the student's name
  - Clearly labeled with the name of the prescribing physician
  - Clearly labeled with the date prescribed and the prescription number
  - Clearly labeled with the name of the medication and directions for its use
  
- The authorized first aid personnel will administer all medication. However, **IT IS THE STUDENT AND VOLUNTEER STAFF'S RESPONSIBILITY** to have the student at the nurse's station at the time the medicine is to be administered.
  
- IT IS THE STUDENT AND VOLUNTEER STAFF'S RESPONSIBILITY TO PICK UP THE PRESCRIPTION(S) ON THE LAST DAY OF CAMP.** We are not responsible for prescription(s) left at our campground. If it is not claimed by the close of camp, it will be discarded.

## 2. Head Lice Check:

- Once your student has arrived at camp, a headlice check will be completed, however, it is helpful if a headlice check is also completed **BEFORE** their departure. If there is evidence of headlice upon arrival, attendees will not be sent home, however, the infected individual will be treated and all their belongings thoroughly washed before they are allowed to settle into their lodging assignment. Catching these cases ahead of time will help to alleviate an unpleasant and time-consuming start to your student's week of camp.

## 3. What to Bring:

- |  |  |
|--|--|
| <input type="checkbox"/> Sleeping Bag/Bed Linens (twin Size)   | <input type="checkbox"/> Pajamas                 |
| <input type="checkbox"/> Pillow                                | <input type="checkbox"/> Deodorant               |
| <input type="checkbox"/> Recreational Clothes (will get messy) | <input type="checkbox"/> Toothbrush & Toothpaste |
| <input type="checkbox"/> Modest Swimsuit                       | <input type="checkbox"/> Soap & Shampoo          |
| <input type="checkbox"/> Socks & Under Clothes                 | <input type="checkbox"/> Medications             |
| <input type="checkbox"/> Towels & Wash Clothes                 | <input type="checkbox"/> Bible, Notebook, & Pen  |
| <input type="checkbox"/> Tennis Shoes                          | <input type="checkbox"/> Flashlight              |
| <input type="checkbox"/> Plastic Bag for Wet Clothes           | <input type="checkbox"/> Spending Money          |
| <input type="checkbox"/> Jeans and/or Modest Shorts & Shirts   |  |

***\*All the above applies to campers and volunteer staff members!***

#### 4. What NOT to Bring:

- Radio
- Firearms
- Knives
- Weapons
- Cell Phones – *permitted for leaders*
- Video Games or Equipment
- Fireworks
- Drugs
- Alcohol
- Tobacco
- Pets
- Inappropriate Clothing

***\*All the above applies to campers and volunteer staff members!***

#### 5. Dress Code:

- All clothing must be appropriate and without question in length or shortness.
- Shorts can be worn during the day, including bike shorts (or leggings), however they should be paired with shirts that are at least finger-tip length.
- Abbreviated attire (such as half shirts, tank tops, short “hot” shorts, and backless dresses) is not permitted.
- Swimwear is **ONLY** permitted when using the camp swimming pool. Swimsuits should be modest with adequate coverage. Speedos and/or bikini-type swimwear is not permitted.
- ALL CLOTHING SHOULD BE MODEST.** We take pride in the appearance of our campers. All campers are expected to dress and groom themselves neatly and modestly.
- Inappropriate clothing (such as those with alcohol, tobacco, inappropriate language, satanic and sexual slogans) is not permitted.
- Shirts and shoes must be worn in the dining hall and the gym.
- Clean clothing, not recreational attire, is to be worn to the evening services.

#### 6. Rules and Regulations:

- Attendees should strive, at all times, to conduct themselves as Christian ladies and gentlemen with proper consideration for others.
- Attendance at morning chapels and evening services is required.
- Room and grounds must be kept clean. Take care of the property. Attendees are responsible to pay for damage to their unit. Should an offender not be found, all the cabin members will be charged equally.
- Attendees are not to enter another cabin without the volunteer staff permission. **Boys are not allowed in girls' cabins and girls are not allowed in boys' cabins.**
- Campers must be in bed and quiet by “lights out.”
- Only registered campers and staff are permitted on the grounds. After registration/check-in, the camp is closed to visitors.
- No camper shall leave the grounds without proper permission from the Youth/Camp Director and must check out with a Camp Executive.

***\*The lack of cooperation, unnecessary roughness, lack of respect for property, leaving cabins at night after lights out, or an unwholesome attitude on the part of any person will result in expulsion from the camp. Parents are asked to help in explaining these rules to their campers and encouraging their compliance.***

## 7. Visits and Calls:

- It is recommended that parents refrain from coming to the campground to visit with their children during camp. Experience has proven that this practice often promotes homesickness and other complications.
- We understand the importance of having full communication with your students and do not wish to limit that possibility, however, it is recommended that calls and/or communication with students be limited to emergency situations only. Experience has proven that frequent communication promotes homesickness and other complications.
- Should an emergency arise that requires contact with your student, please reach out to the leaders in attendance with your church. You are also welcome to contact our Tennessee Ministry Network office by phone (615-988-5695) or email ([btill@tnaog.org](mailto:btill@tnaog.org)) and they will connect you with campground leadership.

***\*Pastors & church staff members must notify the TYM Office of any visits throughout the week.***

***\*\*For security purposes, evening services are not open to the public. Background checks are REQUIRED for anyone on the camp property that is over the age of 18, therefore, only registered campers and staff are allowed on the grounds after registration has closed.***

***Security gate will be locked each evening after services.***

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*It is the policy of Jackson Conference Center to admit all persons without regard to race, color, national origin, sex, age, or handicap. The same requirements for admission are applied to all persons without regard to race, color, national origin, sex, age, or handicap. There is no distinction in eligibility for or in the manner of providing services by this agency. All facilities of the agency are available regardless of race, color, national origin, sex, age, or handicap. All persons and organizations that have occasion either to refer people for admission or recommend this agency are advised to do so without regard to race, color, national origin, sex, age, or handicap.*