



Group leader 2019 info for summer camp at Timberlake:

*Please make sure that all parents/guardians read on our website or receive a copy of the “Parent Info for 2019” as it details pertinent information regarding preparing for camp, and while the child is at camp. As the group leader, please read and become familiar with the parent info as well and help us make sure your group is prepared by double checking that your parents have all the info they need, and that medications are all properly prepared/labelled/and in original containers prior to camp arrival.

*Each group leader will be responsible for making their own bunk assignments. Once your final headcount is turned in prior to camp, we will send you information on how many bunk houses or retreat center rooms have been assigned to your group. It will be the group leader’s responsibility to assign their students to the individual bunkhouses.

*For group safety and accountability standards within bunkhouses and the retreat center, each group leader will be required to supply their own chaperones. Timberlake staff WILL NOT be sleeping in bunkhouses or retreat center rooms with groups. It is your responsibility to adhere to your churches safety and child protection policy while attending Timberlake as a group. If you have questions about this, please contact our camp office for further discussion.

*There will be a designated time (as noted in the schedule) each day for church group time. The information and materials for your group leaders will be provided. You will simply facilitate the group time for your own group.

*There will be a designated time each night for a brief Adult Leader/Chaperone meeting. This will include ALL adults attending as volunteers, group leaders, chaperones, and adult participants in any capacity. Timberlake staff will maintain the schedule for campers while during the adult leaders meeting each night.

*We want the check-in process to go as smoothly as possible this summer, therefore, only the group leader should handle the check-in process for the entire group. In addition, all final headcounts and payments should be completed 2 weeks prior to your group’s arrival.

*If you have any questions, please don’t hesitate to call our office. 205-662-8798