



Youth Retreat
Registration Packet

Dear Retreat Advisor,

Thanks for choosing to bring your group to a Camp Hanover Youth Retreat. We're really looking forward to having you all here.

Enclosed in this packet you will find:

1. Retreat Policies
2. Emergency/Safety Information
3. General Retreat Info
4. Sample Schedule
5. Roster & Check-In Instructions
6. Directions
7. Roster Form
8. Health Form/Permission Slip

We ask that **ALL** advisors and chaperones review the enclosed information before your arrival at camp. Please feel free to contact us directly if you have any questions, or need additional information. We'll see you soon!

Blessings,

Harry

Harry Zweckbronner
Associate Director of Programs

Retreat Policies

Supervision:

Camp Hanover requires all churches participating in our retreats to provide adult leadership to supervise their youth while here at camp. We have found that it works best when there is at least one advisor for every 6 youth. There must also be at least one same gender advisor for male and female participants.

Youth leaders/advisors/chaperones are ultimately responsible for the supervision of your youth. There will be many youth groups attending and it is our primary goal to ensure everyone's safety. We expect all participants to behave appropriately and a list of "**House Rules**" will be distributed to leaders when they get to camp.

Health Forms / Permission Slips:

Enclosed in this packet is a copy of the Camp Hanover Retreat Health Form / Permission Slip. You must bring a complete and signed copy of this form for each participant. **These forms are mandatory and youth cannot participate without a form signed by a parent or guardian.** We suggest that each group hold onto their forms, so that they are easily accessible in the event of a medical emergency. We will check to verify that you have the forms.

Housing:

Camp Hanover Youth Retreats are housed in either our Longhouses or Wise Cabins. The longhouses sleep 7-8 and share a central bath-house, while the Wise cabins sleep 10 each and have a bathroom in them. Participants from more than one church may be housed in the same space, depending on enrollment.

Advisors should expect to stay in the same cabin as their youth.

Please note:

- Housing is determined on a first come, first served basis in terms of when your group registered for the event.**
- If your group has special needs or requests, please be in touch ASAP so that we can discuss arrangements.**

Billing:

The fee for each retreat is listed in our retreat flyer and on our website. **Final payment should be made when your group checks in for the event.** In the event this is not possible, an invoice will be mailed to your church.

Cancellations:

A full refund is granted for any cancellation that occurs at least 30 days before the event. If an individual cancels, we will apply their deposit toward your balance if we are notified at least two weeks prior to the event. Otherwise, that deposit is forfeited. To cancel, or if you have any questions, please contact the office at 804-779-2811.



Safety / Emergency Information

Camp Phone: 804-779-2811
Website: www.CampHanover.org

FIRES

We will provide wood for all campfires/fireplaces, so please do not cut any trees for this purpose. Please make sure all fires are totally extinguished before leaving the area. Fireplace wood is found in the box on the porches of Wise, Knoxwood, and Koinonia.

CAMPSITE HEALTH & SAFETY

- Do not climb into or out of windows at any time **EXCEPT** in the case of an emergency.
- Please be mindful of and stay away from all wildlife on site.
- Avoid poison ivy in the woods. Ask if you do not know what this looks like.
- Insect repellent is advised to deter mosquitoes and ticks.
- The camp speed limit for vehicles is **7.5 mph**. This speed is painfully slow, but keeps the dust down and people safe.
- The site has many roots and depressions, so please walk along paths and confine running to our spacious fields. Opened toes shoes like sandals or flip-flops are not advised.
- Please park in designated parking areas and not on the grass or alongside the road.
- **Smoking is not allowed inside any building!**
- **Ropes Course Elements, the Climbing Wall, Swimming Pool, Lakefront, and the Archery Range** are off limits to groups without certified Camp Hanover staff present.

WATERFRONT REGULATIONS

Lake: Our Lake is beautiful but does pose as a risk, especially when it is dark or cold. As such:

- Use of boats or is not permitted in the lake without certified lifeguards present and the waterfront is officially "open".
- All boaters must wear life jackets – tied and fastened – that we provide.
- **Ice skating or walking on the ice is FORBIDDEN on the lake.**

Pool: Each swimmer should have a buddy when in the water so everyone can be accounted for quickly. The pool is 3 feet to 9 feet deep. If you are a "non-swimmer" please stay in the shallow end. The pool is typically closed from early September through late May.

CARE OF SITE & BUILDINGS

We are fortunate to have a beautiful 600-acre site, and to help us maintain its beauty we ask you to help us by picking up and disposing of litter around the site when you see it. To that end, trash cans and recycling cans are located in several places around the site.

Thermostats can be used to regulate heat in all buildings and meeting rooms. Also feel free to use the fireplaces. Please turn the heat down at night to keep bedrooms from getting too hot. When you leave, please turn the thermostats to their lowest setting. Additional instructions are in each building.

To keep costs down and partner with us as stewards of our camp, groups are asked to leave campsites and buildings at least as clean as they found them. Please pick up and bag all trash and sweep the floors. This takes very little time, promotes a feeling of fellowship, and develops personal responsibility. Thanks for your help!

EMERGENCIES

A staff person is always on site to help in emergencies, to take phone messages, and to answer questions. If you cannot locate a staff person and time is of the essence, call 9-1-1 for emergency, first aid, fire, or police.

The camp's physical address is: 3163 Parsleys Mill Road, Mechanicsville, Va 23111

Emergency transportation is the responsibility of the user group. Please have an emergency vehicle and driver available at all times for emergency transportation. The closest hospital is. To get there:

Please report any accidents or illnesses resulting from the use of the site to our staff so we may address any problems.

Emergency Numbers:

Office # 804-779-2811

Harry's cell #

804-466-1441

POTENTIAL PROBLEM AREAS

- Use of non-prescription drugs or alcohol on the campsite is strictly prohibited.
- Pets are not allowed on the campsite, as there are no facilities available for them.
- All vandalism and graffiti left in buildings is the responsibility of the group.
 - **Groups will be charged for all damages beyond normal wear and tear.**
- No firearms, fireworks, or weapons are allowed on site.
- Driving around the site is generally not preferred. Please park your car in a designated parking area and walk around site.
- Use of recreational and sports equipment is under the supervision of the rental group.

General Retreat Info

What to Bring:

Clothes: Dress for the weather!! Bring casual clothes that you do not mind getting dirty and a change of clothes if you do get dirty. There will most likely be outside games and activities as well as some free time during the retreat.

– Appropriate weight coats, raincoats, sneakers, extra shoes, mittens, gloves, etc...**Layers!**

Linens:

Sleeping Bag or sheets/blankets, bath towel, pillow, washcloth

Miscellaneous:

Bible, flashlight, pen/pencil, paper/notebook, toiletries (Soap, Shampoo, Toothbrush, etc.)

Optional:

Guitar, camera, fishing pole and tackle, sun block, and spending money for camp store

This list is only a suggestion of what you will need for the weekend.

Please check the weather for your visit!

First Aid:

Camp Hanover does not provide a nurse for retreats. We encourage you to bring an advisor who is certified in First Aid & CPR to care for your group. In emergencies, local emergency squads serve us and there are two hospitals within 20 minutes of camp.

Your group should have a vehicle for emergency transportation available throughout the weekend. All accidents, injuries, or illnesses that occur during the weekend should be reported to the camp staff.

Small Groups:

During the retreat we will spend some time in small groups. Small groups are comprised of youth and advisors from different churches participating in the retreat. We find this helps the youth foster relationships with participants from other churches. Each small group will typically be facilitated by a member of the Camp Hanover Staff. Please be in touch if you have any questions or concerns about how our small groups function, or the placement of your youth in small groups.

Sample Youth Retreat Schedule

Saturday,

10:30 – 11:15	Check in and get settled (office and housing areas)
11:30 – 12:15	Games / Recreation (Wise Lodge)
12:15	Advisor Meeting (Wise porch) Youth set Wise for Lunch
12:30 – 1:30	Lunch (Wise)
1:30	Worship (Wise)
2:00 – 3:30	Session I – Wise
3:45 – 5:15	Recreation / Free Time
5:30 – 6:30	Dinner (Wise)
6:30 – 8:00	Session II (Wise)
8:00 – 8:45	Church Group Time (worship planning)
9:00 – 9:45	Large Group Activity
9:45 -10:30	Campfire (senior fire circle / Wise)

Sunday,

8:30	Breakfast (Wise) –
9:15 – 10:45	Session III – (Wise)
11	Closing Worship (TBA)

Rosters and Check-In

Rosters:

Enclosed is a form that we need filled out and **returned no later than one week before the retreat**. Please neatly print or type the names of everyone attending, and please indicate youth or advisor, and gender. Please include the names and gender of the advisors as well, as we use rosters to make housing assignments, to make nametags, and to make small groups. It's important to have this information far enough in advance to get all these things done.

Check-In:

- Please plan on arriving at Camp Hanover one hour prior to the starting time of the event.
 - Programs will begin at the designated time, or as close to that as possible, depending on how many people are here.
 - If your group is ready before the start time, you may walk around the site, hangout in your housing area, or come to our main meeting location.
 - If you are going to be late, please call ahead to let us know (804-779-2811).
- Check-In at the **Summer Office**.
 - This is when you will get your housing assignment.
 - Please have an advisor bring your group's Health Forms, a check for the balance (if you have one), and the names of any youth that did not come.
 - Each church will receive:
 - **A Folder Containing** your housing assignment, maps, schedules, house rules, an invoice, and camp brochures.
 - **Nametags** – please encourage your group to wear their nametags all weekend.
 - After you check-in at the office, you may go to your housing area to unload bags and get settled.

Food Service:

One-night retreats (Sat – Sun) include lunch and dinner on Saturday and breakfast on Sunday. There will be evening snacks after the program ends in the evening.

Two-night retreats (Fri – Sat) include breakfast, lunch and dinner on Saturday, as well as breakfast on Sunday.

If you have any special dietary needs (allergies, vegetarian, etc.), please let us know ahead of time.

We strongly urge you not to leave food in the longhouses or cabins, as you may attract some of four-legged friends.

Please Note: Camp Hanover is a nut free facility, please make sure no one in your group brings any food or snacks that contains nut!

[illegible]



Youth Retreat Health Form / Permission Slip

This form needs to be completed in its entirety and signed by a parent/guardian in order for youth to attend and participate in Camp Hanover led events.

Youth Name: _____

Date of Birth: _____ Sex: M _____ F _____

Parent/Guardian: _____

Home Phone: _____

Emergency Contact Information:

1st Contact Person: _____

Relationship: _____ Phone: _____

2nd Contact Person: _____

Relationship: _____ Phone: _____

Allergies: _____

Current Medications and Dosage: _____

***Note: Please bring all medication in original bottle/packaging**

Any condition requiring special attention: _____

Doctor: _____ Phone: _____

Health Insurance Company: _____ Policy #: _____

As the parent or legal guardian of _____,

I certify that the above information is complete and correct. I further authorize the adult leader of the church/youth group to secure medical care, including hospitalization and other medical attention deemed necessary by a licensed physician for my child. I further acknowledge that all costs associated with any medical treatment for illness or accidents while at Camp Hanover are my personal responsibility.

By signing for my child, I permit the use of appropriate photographs and video images for publicity reasons, and I also understand and have discussed with my child that he or she will not smoke, possess or use illegal drugs or alcohol, or cohabitate at any time during this event. My child and I understand that unacceptable behavior such as that mentioned above - as well as cursing, fighting, leaving the site, sneaking out, disrespecting advisors, defacing property, etc. - will not be tolerated and may be grounds for dismissal from the event. I will be available or will make arrangements to pick my child up if he or she is asked to leave the event early for unacceptable behavior.

Signature of Parent/Guardian: _____ Date: _____

Signature of Participant: _____ Date: _____