



2009 PASSION TRIP Reservation Form

Congregation Name _____
 Mailing Address _____
 City _____ ST _____ ZIP _____
 Church phone number _____ Fax number _____
 Church email address _____ Pastor's name _____
 Passion Trip Coordinator's name _____

How would you like to receive information?

- Email: (please provide) _____
- Mail to church (we'll use the above address)
- Mail to coordinator's home address (please provide) _____

Registration Process

Please read the following information carefully.

- * Your space is not officially reserved until Camp Lutherwood receives the reservation form and full deposit.
- * Deposit is \$400 for your group and is non-refundable.
- * Deposit is applied to the total cost of Passion Trip. Total cost is \$250 per person attending.
- * Final balance is due 2 weeks prior to arrival.

We use the information you give us below to prepare and plan for your week at Camp Lutherwood. Please fill it out as completely as possible. Thanks!

<p>Step 1: Choose a date * Passion trips are offered specific weeks based upon other Camp Lutherwood programs.</p> <p><input type="checkbox"/> June 21-26</p> <p><input type="checkbox"/> June 28- July 5</p> <p><input type="checkbox"/> July 19-24</p> <p><input type="checkbox"/> August 9-14</p>	<p>Step 2: Group Numbers * Please give as accurate an estimate as possible. This helps us provide appropriate housing and staff.</p> <p>Total Attending: _____</p> <p>Girls _____ Boys _____</p> <p>Female Adults attending _____</p> <p>Male Adults attending _____</p>	<p>Step 3: Bible Studies and Debriefs * Bible Studies and Debriefs of the day can either be lead by the group leader or a Lutherwood staff.</p> <p><input type="checkbox"/> We will lead our own Bible Studies and Debriefs. <i>Lutherwood staff can sit in during discussions.</i></p> <p><input type="checkbox"/> We would like Lutherwood Staff to lead Bible Studies and debriefs.</p>
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Specific information, such as which projects your group will do and when, will be discussed with Lutherwood staff as information is received. We are here to serve you and the youth of your congregation. Please feel free to contact us with any questions, concerns or ideas you may have.

Camp Lutherwood Ministries
22960 Hwy 36
Cheshire, OR 97419

Phone: 541.998.6444
 Fax: 541.998.7164
 Email: office@lutherwood.org
www.lutherwood.org

WHAT DO WE PACK?

Please write your camper's name on each item to help campers identify what is theirs. We clean cabins daily but inevitably lost and found happens. We keep lost and found until the end of the summer season. If you return home without something, call us! A \$5 lost and found return fee is charged to return items to its owner. Any unclaimed lost and found is washed and donated to a local charity.

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| <input type="checkbox"/> Bible | <input type="checkbox"/> Money for Trading Post Store Card |
| <input type="checkbox"/> Pillow & Sleeping Bag | <input type="checkbox"/> Personal items (soap, shampoo, toothbrush, toothpaste) |
| <input type="checkbox"/> Casual Clothes (jeans, shorts, t-shirts) | <input type="checkbox"/> Towel |
| <input type="checkbox"/> Underwear and socks | <input type="checkbox"/> Swimsuit (1 piece preferable for girls, shorts for boys) |
| <input type="checkbox"/> Necessary Medicines (in original prescription bottle) | <input type="checkbox"/> Creek walking shoes (no flip flops) |
| <input type="checkbox"/> Close toed hiking shoes or tennis shoes | <input type="checkbox"/> Sweatshirt/Jacket |
| <input type="checkbox"/> Rain Jacket or Poncho | <input type="checkbox"/> Backpack |
| <input type="checkbox"/> Letter writing materials (optional) | <input type="checkbox"/> Water bottle (or buy one at the trading post) |
| <input type="checkbox"/> Musical instrument (optional) | <input type="checkbox"/> Mud Pit clothes (these will inevitably come home a little mud stained ☺) |
| <input type="checkbox"/> Flashlight and extra batteries | |

PLEASE DO NOT BRING: I-Pods, Cell Phones, CD Players or radios, personal sports equipment or valuables, electronic games, knives or other weapons, drugs or alcohol, personal snack food. No pets are allowed beyond the main bridge.

LUTHERWOOD STAFF INFORMATION

- ★ Lutherwood hires excited college age staff to share their faith with young people and who want to dedicate their summer to outdoors ministry. All members of our Summer Ministry Team go through a lengthy application and interview process as well as reference and background checks.
- ★ Lutherwood requires staff to attend an 11-day staff training to bring staff together to learn about each other, the Lutherwood ministry and program and how to minister to small groups of all ages. **Part of this training is learning how to facilitate our Group Initiative Activities and Challenge Course Elements.**

LUTHERWOOD POLICIES & PROCEDURES

ABUSE ISSUES

- ★ Camp Lutherwood acknowledges that child abuse happens in our society and that we are not exempt from the potential of child abuse. It's our job, everyone's job, to protect the campers we serve as well as the staff and the adults who are partners in this ministry. "It won't happen here" is a common misconception about child abuse. Organizations that incorporate proactive measures to prevent child abuse from occurring greatly reduce the risk of child abuse. However, preventative measures do not eliminate the possibility of contact with someone who has been a victim of abuse. We must be prepared to deal with an array of circumstances.
- ★ **One of the ways we work to protect ourselves and our campers is to run background checks on all our staff; year round and summer staff as well as all our volunteers. We also run a background check on any non-ordained adult coming with a group and who has contact with any youth participating in a Lutherwood program. There is a background check sheet included for you to copy and give out to each of the adults who are coming to camp with your group. Please send completed forms to camp no less than 2 weeks prior to your arrival.**
- ★ In the event that any staff member learns of an incident of suspected child abuse, the incident shall be immediately reported and investigated. If a counselor or program specialist discovers the incident they should report it to the Executive Director. All steps should be taken to treat the situation professionally and with confidentiality. Disclosure of the incident or the results of the confidential inquiry will not be discussed or reported to other persons or institutions without first consulting Camp Lutherwood's legal counsel.
- ★ The Director will investigate the situation and if, after such investigation there are reasonable grounds to believe that an incident of child abuse has taken place the camper's Pastor will be contacted. And the incident will be immediately reported to the Department of Social Services at their number (503-945-5944) and the parents will be contacted unless one of them is the accused.

PASSION TRIP ADULT BACKGROUND CHECK FORM

*In order to protect the safety and precious lives of the children and youth attending our programs it is Camp Lutherwood Ministries Policy to conduct a background check on each non-clergy adult who participates in our programs. Please make a copy for each adult coming to camp with you. **Send in completed forms no less than 2 weeks prior to your arrival at camp.***

PERSONAL INFORMATION

Full Name _____ Circle one: Male / Female State of Residence: _____

Date of Birth (MM/DD/YYYY) _____ Do you give your permission for Lutherwood to do a complete background check? YES NO

Have you ever been convicted of a child abuse or sexual abuse offense? ____ If yes, explain:

Have you ever been convicted of a felony or misdemeanor? ____ If yes, explain:

PLEASE READ AND CONFIRM THE FOLLOWING

It is assumed that anyone submitting a form will agree to the following terms of service. If you have any questions regarding these terms, please make note of these and they will be addressed during the interviews; or, submit the questions with this form.

Confirmation leaders are expected to cooperate fully with the Board of Trustees and the Executive Director by complying with the rules and policies.

I, _____ certify that the statements provided in this form are true and complete, and that any misrepresentation or omission may be grounds for rejection of this form or for dismissal, if I am accepted by Lutherwood. I further authorize you to contact any individual or organization listed in this form.

Signature _____

Date _____