

# 2024 REGISTRATION PROCESS



## THERE ARE 5 ELEMENTS TO THE REGISTRATION PROCESS OF CAMP:

1. PRE-CAMP CHURCH REGISTRATION
2. SPONSOR REGISTRATION
3. BACKGROUND CHECKS
4. DIGITAL WAIVERS AND CAMPER & SPONSOR REGISTRATION FORM
5. ARRIVAL AND CAMP CHECK-IN

### 1. PRE-CAMP CHURCH REGISTRATION:

Registration opens on the first in Monday November at 8am. Slots fill up quickly, so it is best to be online early.

To register your group:

- Visit the website ([oklahomabaptists.org/crosstimbers](http://oklahomabaptists.org/crosstimbers)).
- Click the "CrossTimbers" tab and scroll down to "Session Registration."
- Click "Register Here" to begin the registration process.
- Please read all instructions carefully before beginning registration.
- Fill in the lead sponsor information. The lead sponsor is the children's minister or children's ministry leader who is bringing children to camp and will be at camp for the duration of the camp session.
- Find your church by searching by Church City first. For Non-Oklahoma Baptist Affiliated churches, select "-Other" and enter your church name and city in the fields that appear.
- Select your session and date from the list and submit the total number of beds. You can only register for one session.
- You will be asked to acknowledge that your registration is not finalized until you have read, signed, and returned the Registration Agreement that you will receive by email and paid your deposit amount.
- You will immediately receive a confirmation email with important camp information after registration.
- You will receive a follow-up email containing the Registration Agreement, your official invoice, and the deposit amount due within two or three weeks. All deposits and final payments MUST be paid by check and mailed to our office.
- Once you receive your invoice, you will have until January 31 to return your deposit (\$30.00 per bed) to our office to hold your beds.

Bed Cost: \$165/bed

The final day to turn back beds is March 31. Final payments will be due May 1.

## 2. SPONSOR REGISTRATION:

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- After April 1, the lead sponsor will be sent a link to complete Ministry Safe's Sexual Abuse Awareness Training-Camp version. This must be completed by the lead sponsor each year.
- Once we receive confirmation that the lead sponsor has completed this training by completing the quiz with at least 90% accuracy, a Sponsor Form will be sent to the email on file.
- The lead sponsor should complete the Sponsor Form and return it to [crosstimbers@oklahomabaptists.org](mailto:crosstimbers@oklahomabaptists.org) as soon as possible. The Lead Sponsor will be able to upload background checks for review once this step has been completed.
- After receipt of the sponsor names and emails, all sponsors will be added to Ministry Safe and tagged with your church and session information.
- The lead sponsor and one other adult leader (opposite gender of the Lead Sponsor) must complete peer-to-peer training. A link will be sent to the email provided on the Sponsor Form by the Lead Sponsor. This training must be completed before arrival at camp. *(Note: Churches are encouraged to have as many adult leaders as possible complete the peer-to-peer training, but it is required for the Lead Sponsor and one sponsor of the opposite gender.)*

## 3. BACKGROUND CHECKS:

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CrossTimbers Children's Camp REQUIRES that each church perform criminal background and sex offender checks on all sponsors attending with their group. Background checks must include a National Criminal database check, a National Registry of Sex Offenders check, a County and/or State Criminal Court search, and a Social Security trace/verification. Beginning in the summer of 2025, background checks must be run through one of our five required service providers. See the Camper Safety Guide for a list of these providers.

Oklahoma Baptists defines a current background check as no more than 18 months old. Churches must complete the Background Check Statement of Compliance which the pastor or church administrator must sign.

Background checks are run by service providers on behalf of the churches. The church will be responsible for the information contained in the reports and will maintain the privacy of those reports.

Please refer to the Camper Safety Guide in the Church Guide or visit our website, [www.oklahomabaptists.org/crosstimbers](http://www.oklahomabaptists.org/crosstimbers), for specific instructions concerning valid background checks.

## Digital Background Checks

- The Lead Sponsor will receive a welcome email from Ministry Safe allowing you to create a password for your user profile. Use your login information to access your portal. If a Lead Sponsor is returning as the Lead Sponsor with the same church as the previous year, he/she may use the same Ministry Safe login information established when their profile was created. If you need help with this, contact the CrossTimbers program office.
- Prior to on-site registration, churches will be asked to upload digital versions of background checks to the Ministry Safe platform at least TWO weeks before arriving at camp. These need to be PDF files.
- When the Lead Sponsor logs into his/her Ministry Safe profile, the adult leaders associated with your church group should be visible.
- Click the "Edit User" icon (paper and pencil) next to each adult leader's name.
- Scroll down to the Attachment section and click "Add Attachment." **All background checks should be redacted so that only the last four digits of the social security number and the date and month of the birthdate are visible.**
- Upload their background check report.
- Scroll up to click the checkbox "External BG Check completed."
- Scroll down and click "Save!"
- Repeat this process for all sponsors in your group.
- If you have a last-minute sponsor change, you can send background checks to our office by email prior to arrival.

## 4. DIGITAL WAIVERS AND CAMPER & SPONSOR REGISTRATION FORM:

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- You will receive an email with a link to our new digital waiver form. The link should be given to every camper and sponsor who will be attending camp and must be completed at least 72 hours before your camp session begins.
- All participants attending CrossTimbers must have a completed digital waiver form in order to participate and stay on campus.
- The Lead Sponsor will also receive a link and password for your individual church's registration dashboard. This will allow you to view those who have registered and view/download their waiver form.
- After March 31, a Camper & Sponsor Registration Form will be sent to each Lead Sponsor that reflects the total number of beds that your church has reserved. This form should be filled out and emailed to [crosstimbers@oklahomabaptists.org](mailto:crosstimbers@oklahomabaptists.org) no later than 72 hours before your camp session begins.
- At on-site registration the Camper & Sponsor Registration form will be matched with digital waiver forms to account for the number of people you brought to camp. It is not necessary to print out your waiver forms.
- Please remember that all churches must maintain a 5:1 camper/sponsor ratio of the same gender at camp. In addition to this rule, there must be at least two sponsors of the same gender per dorm room, which sleeps 12 total.

#### Bed Confirmation Process:

- Once we have received your Camper & Sponsor Registration form, we will email you 1-2 days before your session with your dorm assignment and number of beds to make sure all information is correct.
- If you have a camper who has dropped out and you have changed the camper out for another camper of the same gender, the new camper should fill out the digital waiver form and you must email our office with the person you dropped and the information of the new camper.
- Once the start of camp is within 24 hours, it is unlikely that we will be able to add anyone else to your group due to dorm assignments being made.
- Once bed assignments are made, we cannot change dorm assignments to a different gender category.

## **5. ARRIVAL AND CAMP CHECK-IN:**

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#### Arrival Process:

- We will email you regarding arrival times one month before camp. Check-in opens at 10am, Day One of each session.
- When entering the campground, our staff will greet you and your campers and provide direction.
- Passengers must remove everything from the vehicles and place it in the designated spot at registration.
- Please label all belongings as MALE or FEMALE so they can be placed in the designated areas.
- Immediately after arrival, the Lead Sponsor should go directly to the registration office. All other sponsors will remain with their group to unpack.
- During check-in, the remaining sponsors and campers can walk to their dorm area and start unpacking.
- Remember, each dorm has every bed filled, and another church could be sharing a dorm with your group. Please be respectful of all groups and leaders by keeping your dorm clean.
- Be sure your group stays together, using all the beds, so the other beds remain grouped together for those still to arrive.

#### Check-In Process:

- Lead sponsors need to have the following items ready to hand in at the office:
  - Sponsor Background Check Statement of Compliance (signed by the Sr. Pastor or Church Administrator)
  - Concession Wristband Form and money to purchase additional concession wristbands

## **ADDITIONAL REGISTRATION INFORMATION:**

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### Important Dates to Remember:

- First Monday of November at 8am-Camp Registration Opens
- January 31-Deposit and Registration Agreement Due
- March 31-Final Day to Turn Back Beds
- April-Pre-Camp Meetings (These dates are TBD)
- May 1-Final Payment Due for Camp
- TWO Weeks Prior to Session-Digital Background Checks Due to Ministry Safe
- 72 Hours Prior to Session-Camper & Sponsor Registration Form Due to CrossTimbers via email (crosstimbers@oklahomabaptists.org)

### Acquiring/Selling Beds After Pre-Camp Registration:

- As camp approaches, it is common for churches to need more or fewer beds than previously reserved and paid. After March 31, you will receive a list of the churches attending your session, along with the contact information for their group leader. If you need more beds for your session, or need to sell extra beds, please contact the churches attending your session. The buying church will pay the selling church directly. You will need to notify the CrossTimbers office so that we can change the numbers on each of your online registrations. You can email our office.
- If you need more beds or want to return beds for a refund to our office, you must email our office by March 31. Any emails dated after March 31 will not qualify for a refund from our office. To inquire about buying additional beds from our office before March 31st, please contact our office directly.

### Concession Wristbands:

- Campers will be able to purchase additional concession wristbands for \$10.00 each. There is no limit on the number of concession wristbands a camper can purchase. Churches will need to have the concession wristband form, along with the money to purchase the wristbands, at registration. During the missions offerings cash will be accepted.

### Camper/Sponsor Ratio and Bed Assignments:

- Remember, there is a 5:1 camper/sponsor ratio of the same gender at all times while on grounds. In addition to this rule, there must be at least two sponsors of the same gender per room to protect both our campers and sponsors overnight. If you are not able to provide two sponsors of the same gender per room, there is the option to be put with another church in order to comply with requirements.
- If you have any questions, please contact the CrossTimbers Programming Office.