

Countdown to
CrossTimbers
CHILDREN'S MISSION ADVENTURE CAMP
Camp Prep Checklist for Lead Sponsors

November

- ☐ First Monday of November at 8am: Camp Registration opens online! Save the password it asks you to create because you'll need it in the future.

January

- ☐ January 31: Pay deposit by this date (\$30 per bed, paid with a check) and sign the [Registration Agreement](#) to hold your beds. Mail both to: CrossTimbers Office, 300 Johnny Bench Dr, STE 300, OKC, OK 73104

February

- ☐ This month: Register for one of the Pre-Camp Meetings (March 24 on Zoom for returning churches or March 31 in Davis for new churches/new leaders). Watch your email for the registration link!

March

- ☐ March 24: Pre-Camp Meeting on Zoom for returning churches
- ☐ March 31: Pre-Camp Meeting in Davis, OK for new churches/leaders
- ☐ March 31: Final day to turn back beds with no financial responsibility. Email crosstimbers@oklahomabaptists.org with changes.
- ☐ After March 31: Look for an email with the Final Headcount Form. This form should be filled out and submitted NO LATER THAN 96 hours before your camp session begins.

April

- ❑ April 1: Sometime after this date, look for a personalized email with a link for Ministry Safe's *Sexual Abuse Awareness Training-Camp* version (required every year) to be completed as soon as possible. Upon receiving that email, follow these steps in order:
 1. Complete that *Sexual Abuse Awareness Training-Camp* training with 90% accuracy (Ministry Safe will automatically notify the CrossTimbers office of this).
 2. Complete that Sponsor Form with all sponsor names and emails. Also indicate which adult leader (opposite gender as Lead Sponsor), along with the Lead Sponsor, will complete the Ministry Safe *Peer-to-Peer* training. Email this Sponsor Form as soon as possible to crosstimbers@oklahomabaptists.org
 3. After submitting your sponsors' information, patiently wait for an email from us letting you know that we've entered that info into Ministry Safe and telling you that the *Peer-to-Peer* training has now been assigned (link will be emailed). Our email will also tell you that you may begin to upload background checks into Ministry Safe.
 4. You and the other adult leader indicated on the Sponsor Form will then receive a link for Ministry Safe's *Peer-to-Peer* training. This will be the 2nd training required of you as the Lead Sponsor. Both you and the other sponsor must complete this training 96 hours before arriving at camp.
 5. After receiving the email mentioned in step #4 above, you or your church's background check point-person should then upload background checks into the CrossTimbers Ministry Safe portal as soon as possible. Background checks must be less than 18 months old and must include:
 - National Criminal database check
 - National Registry of Sex Offenders check
 - County and/or State Criminal Court Search
 - Social Security Number trace/verificationBackground checks MUST be uploaded to CT's Ministry Safe portal AT LEAST TWO WEEKS BEFORE YOU ARRIVE AT CAMP.
 6. After all background checks are uploaded into CT's Ministry Safe portal, print and complete the [Background Check Statement of Compliance](#), which requires the signature of the Senior Pastor or Church Administrator. Put this signed form in a safe place to be brought with you to camp!

May

- ❑ May 1: Final payment due in full, check mailed to CrossTimbers Office
- ❑ This month: Arrival times will be emailed to Lead Sponsors

Two Weeks Prior to Your Camp Session:

- ☐ All background checks due in CT's Ministry Safe portal
- ☐ Hold your own Pre-Camp Meeting with your church group to make sure all digital waivers are being completed online, answer questions, collect money for additional armbands being purchased, etc.

96 Hours (at least) Prior to Your Camp Session:

- ☐ *Peer-to-Peer* training in Ministry Safe must be completed by you and one other sponsor of the opposite gender
- ☐ All digital waivers (campers AND sponsors) are due online. You can check this using your dashboard link.
- ☐ Final Headcount Form must be filled out with your final numbers of campers and sponsors, vehicles, etc., and submitted.
- ☐ Make sure the [Background Check Statement of Compliance form](#) has been printed, filled out, and signed by the Senior Pastor or Church Administrator (not the Lead Sponsor). Bring it with you to camp!

Day One of Each Session

Before leaving your church:

- ☐ Head lice check on all campers (REQUIRED)
- ☐ Collect additional armband money to turn in at on-site check-in
- ☐ Tag all luggage and belongings with MALE or FEMALE. Load male luggage LAST because it will be unloaded first at camp.

10:00am: Check-in opens, but please arrive at your assigned time.
Bring with you to on-site check-in:

- ☐ [Background Check Statement of Compliance](#) must be signed by your Senior Pastor or Church Administrator (not the Lead Sponsor)

- ☐ An alphabetized list of all campers and sponsors attending camp with your church. This will be compared to the completed waivers on file. The number of people must match your final headcount form and every individual must have a completed waiver.
- ☐ Concession Form, filled out with names of campers/sponsors buying any additional concession armbands
- ☐ Payment for any additional concession armbands being purchased (cash or check made out to CrossTimbers, or you can pay by credit card at your time of check-in). This payment amount should match the amount listed on the Concession Form.