2027 REGISTRATION PROCESS



THERE ARE 5 ELEMENTS TO THE REGISTRATION PROCESS OF CAMP:

1. CAMP RESERVATIONS
2. SPONSOR ENLISTMENT
3. CAMPER SAFETY PROTCOLS
4. INDIVIDUAL REGISTRATION AND WAIVER COMPLETION
5. ARRIVAL AND CAMP CHECK-IN

1. CAMP RESERVATIONS:

Registration opens on the first Monday in 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).
- Scroll down and click the "Session Registration" image.
- Click "Register" to begin the registration process.
- Please read all instructions carefully before beginning the registration process.
    1. 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.**
    2. Create a user password. Keep this password in a safe place. You will use it to access your church dashboard in the future.
    3. Fill in the Church Contact information. This is a required second point of contact and preferably someone on staff.
    4. 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.
    5. Select your session and date from the list and submit the total number of beds. You can only register for one session.
    6. You will be asked to acknowledge that your registration is not finalized until you have paid your deposit amount that you will receive via an email invoice within two to three weeks. All deposits and final payments MUST be paid by check and mailed to our office.

7. You will immediately receive a confirmation email with important camp information after registration.
8. 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 for Oklahoma Baptist affiliated churches ($225/bed for non-affiliated churches).
- After the initial reservation of beds, you may reduce the number of beds reserved by "returning" beds to CrossTimbers.
- Email crosstimbers@oklahomabaptists.org to reduce your number of beds. A new invoice will be sent to you. The deposit from "returned" beds will be applied to your balance.
- The final day to return beds is March 31.
- Final payments will be due May 1.

2. SPONSOR ENLISTMENT:

- As sponsors are recruited, their information can be submitted to CrossTimbers by completing the Sponsor Form on the church dashboard.
- Sponsor information should be submitted as soon as possible to allow time for the camper safety protocols to be followed.

3. CAMPER SAFETY PROTOCOLS:

***Please Note: Chekr is no longer accepted as a background check provider for CrossTimbers Mission Adventure Camp. Any prior background check report provided by Chekr will not be accepted. Prior Chekr reports must now be run through an approved background check provider. Please see our list of required providers as a reference. Contact the CrossTimbers Program Office with any further questions.**

- 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. 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 from the date of your camp session. 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, for specific instructions concerning valid background checks.

Ministry Safe Trainings

- 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.
- After March 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 from Ministry Safe that the Lead Sponsor has completed this training by completing the quiz with at least 90% accuracy, sponsor information from the church dashboard will be used by the CrossTimbers Program Office to add all sponsors to Ministry Safe and tagged with your church and session information.
- An email will be sent to the Lead Sponsor to notify them that all sponsors have been entered into Ministry Safe and Peer-to-Peer trainings have been sent.
- The lead sponsor and one other adult leader (opposite gender of the Lead Sponsor) must complete Peer-to-Peer training. 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.)

Digital Background Checks

- Prior to on-site registration, churches will be asked to upload digital versions of background checks to the Ministry Safe platform. This must be completed 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. INDIVIDUAL REGISTRATION AND WAIVER COMPLETION:

- You will receive an email with a link to our digital waiver form. The link should be given to every camper and sponsor who will be attending camp and must be completed at least 96 hours before your camp session begins.
- All participants attending CrossTimbers must have a completed digital waiver form to participate and stay on campus.
- The Lead Sponsor will also receive a link for your individual church's registration dashboard. This will allow you to view those who have registered and view/download their waiver form.
- 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:

- A final headcount form must be filled out and emailed to crosstimbers@oklahomabaptists.org at least 96 hours before your camp session begins.
- Once all Final Headcount Forms for a session are received, color group and dorm assignments can be made.
- Lead Sponsors will receive an email 1-2 days before their session with dorm assignment and number of beds to make sure all information is correct.
- After dorm assignments are made, a camper can be replaced by another camper of the same gender with no problem. For any other change, please contact the CrossTimbers Program Office.

5. ARRIVAL AND CAMP CHECK-IN:

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 directions.
- 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:
    - **Alphabetized list** of all campers and sponsors
    - 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:

Important Dates to Remember:

- **First Monday of Nov. at 8am**: Camp Registration Opens
- **January 31:** Deposit and Registration Agreement Due
- **March 30:** CrossTimbers Pre-Camp Meeting for New Churches/Leaders in Davis
- **March 31:** Final Day to Turn Back Beds
- **April 1:** CrossTimbers Pre-Camp Zoom for Returning Churches
- **May 1:** Final Payment Due for Camp
- **TWO Weeks Prior to Session:** Digital Background Checks Due to Ministry Safe
- **96 Hours Prior to Session:** Final Headcount 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 both 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 onsite check-in. During the missions stops 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 the 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 Program Office.