



**GO TELL**  
**Youth Leader**  
**Handbook**

# **Handbook Index**

Youth Leader Checklist .....	Page 3
Financial Policies and Procedures .....	Page 6
*Includes information on Deposits, Late fees, Refunds & Camp Cancellation Policy.	
Camp Costs and Discounts Worksheet .....	Page 9
Registration Form .....	Page 10
Background Check Verification Form .....	Page 11
Parent's Prayer Request Form .....	Page 12
Camper Information Sheet .....	Page 13

# Youth Leader Checklist

*Before you arrive at GO TELL Camp, you should...*

- Register online by paying a \$50 deposit per person...**

**Visit [www.gotellministries.com](http://www.gotellministries.com) to register your group online!**

Pay online with a credit card, debit card, or automatic draft from your checking account. GO TELL accepts American Express, MasterCard, Visa, or Discover. You may also mail a Registration Form to the GO TELL office. Please include a check for your deposit of \$50 per person. Make checks payable to GO TELL Ministries.

Our mailing address is:

GO TELL Ministries  
PO BOX 2138  
Duluth, GA 30096

\*Deposits must be received in the GO TELL office **ON OR BEFORE** the deadline specified in the *Camp Costs and Discounts* form to receive the priority registration rates for your group.

\*Please remember that deposits are non-refundable.

\*Number of spaces is held ONLY as deposits are received.

**Please read carefully** the Financial Policies and Procedures form so that you fully understand these items and do not incur any additional expenses.

**Recruit counselors so that you have 1 counselor for every 7 students.**

If you bring female students, you must have female counselors; if you bring male students, you must have male counselors. (The registration cost for counselors is the same as it is for students. Please remind your counselors that GO TELL provides excellent breakout groups for the adults too!)

**Have a parent meeting.** (THIS IS VERY IMPORTANT!)

At this meeting:

- Provide parents instructions to fill out students' medical release forms **online**. (A link will be sent to you that you can forward to the parents.) Manual medical release forms are no longer available. If any parents are unable to complete the forms online, you may obtain the information from them and complete those for your group.
- Pass out "Important Information for Students" forms enclosed.
- Pass out the "Prayer Request Form", included in this guide, to your parents and have them fill it out and send back to our office. We want to pray for you and your students specifically!
- Show the promo videos. You may download this from our website or contact our office to receive the video in a DVD format.
- Have the counselors fill out medical release forms **online**. (A link will be sent to you that you can forward along to your counselors.)
- Pray for a great week of camp!

**Complete a background check on every adult in your group, including the bus driver!** Background checks MUST be current – i.e., completed within the last twelve months. Print off the "Background Check and Certification Form" included in this guide, sign the form, and fax it to GO TELL at 770-622-5603. You may also mail it to GO TELL at P.O. Box 2138 Duluth, GA 30096.

If you would like to have your background checks done online you may go to the forms page on our camp website ([www.gotellministries.com](http://www.gotellministries.com)), and click on the link for Data Facts. These forms must be submitted by the due date listed below!

**Submit final payment, program fee, rooming breakdown, and t-shirt orders online by the due date listed below.** Again, you may pay online by credit card, debit card, or automatic draft from your checking account. (You may also make checks payable to Go Tell Ministries.

Our mailing address is:

GO TELL Ministries  
 PO BOX 2138  
 Duluth, GA 30096

**Please log-in to your online account** and enter the names of all your students and counselors **NO LATER THAN THE DATES LISTED BELOW.** If you have difficulties logging in to your account or need further assistance please contact the GO TELL Office at 1-866-I-GO-TELL and someone will be happy to assist you.

**Deadlines are as follows:**

Item Due	GBCC June 25-29	SFA July 9-13
<b>Final Payment (including Program Fee)</b>	June 6 <sup>th</sup>	June 20 <sup>th</sup>
<b>Background Ck Form</b>	June 6 <sup>th</sup>	June 20 <sup>th</sup>
<b>Names &amp; T-shirt sizes Entered Online</b>	June 6 <sup>th</sup>	June 20 <sup>th</sup>
<b>Final Rooming</b>	June 20 <sup>th</sup>	July 3 <sup>rd</sup>

**We are looking forward to seeing you at camp this summer!!!**

# Financial Policies and Procedures

## **DEPOSITS**

Deposits are \$50 per person, and they are **NON-REFUNDABLE**. Deposits from canceled registrations cannot be applied to your group's balance or program fee. They also cannot be applied to late fees or to your camp account for the next year.

In order to secure Priority rates for an entire group, a minimum of **5 deposits (\$250)** must be received in the GO TELL office **on or before February 1<sup>st</sup>**. If the minimum \$250 deposit is not received in the GO TELL OFFICE (not postmarked) by these dates, students will be registered at the Standard registration rate.

As long as GO TELL receives the minimum deposit of \$250 before February 1<sup>st</sup>, you will secure the Priority rate for your entire group! You may then add people to your group (even in April, May or June!) at the same rate, as long as space is available.

The number of spaces at camp are reserved **ONLY** as deposits are received (i.e. if the number of deposits paid is 1 (\$50) and the number of students coming is 20 only ONE space is held). To be fair, we cannot under any circumstances hold space for those who have not paid a deposit.

Visit [www.gotellcamps.com](http://www.gotellcamps.com) to pay deposits online, or make checks payable to GO TELL Ministries and mail them to P.O. Box 2138 Duluth, GA 30096.

## **FINAL BALANCE**

On or before the due date listed below, GO TELL needs to receive **ALL** of the following:

- Final Balance Payment
- Program Fee Payment
- Rooming Breakdown/T-shirt Orders
- Background Check Certification Forms

<u>Camp Location</u>	<u>Camp Date</u>	<u>Due Date</u>
GA Baptist Conference Center	June 25-29	<b>June 6</b>
Stephen F. Austin State University	July 9-13	<b>June 20</b>

- To be fair, these dates apply to all churches and cannot be adjusted for any reason!
- **Pay deposits, final balances, and program fees online - it's easy!**  
Visit [www.gotellcamps.com](http://www.gotellcamps.com) to pay by credit card, debit card, or automatic draft from your checking account. GO TELL accepts American Express, MasterCard, Visa, and Discover. If you need assistance in logging into your online account, please contact the GO TELL office at 1-866-I-GO-TELL.
- Checks can also be mailed to P.O. Box 2138 Duluth, GA 30096. Please make checks payable to Go Tell Ministries. Payments MUST be received by the due date listed above.
- **Submit rooming breakdowns and t-shirt orders online!** If you need assistance logging in to fill this information in, please contact the GO TELL Office at 1-866-I-GO-TELL.
- If you have any questions, please email [info@gotellministries.com](mailto:info@gotellministries.com) or call 1-866-I-GO-TELL. We're happy to assist you in any way possible!

### **LATE FINAL BALANCE**

Should you not comply with the above policies; the following procedures will be followed:

- 1) **Your space will be fully forfeited** if any churches are being held on a waiting list. It is not the obligation of GO TELL Ministries to notify you. Your deposits will not be returned. (If space is available, you may be able to attend another week of camp.)
- 2) If your church is able to attend your originally scheduled week, **you will be charged a late fee of \$100** for the first day after the due date that your payment was not received. Each subsequent business day will be another \$25. **Any late fees incurred must be paid before arriving at camp.** Rooming will be divided 50/50 (guys/girls) if payment and/or rooming breakdown information is received after the due date.

## **REFUNDS**

To be eligible for refunds of the final payment and program fee, you must notify us in writing of changes to your group's final count prior to or by 4:00 p.m. eastern time on the "DUE" dates listed above. **Failure to do so obligates your church to pay the final balance for the number of registrations (determined by paid deposits) that we are holding for your church as of the due date.** All refunds will be processed within 10 business days of the end of your camp week. ***There is no eligibility for refunds after the dates listed in the "Due Date" column.***

While we sympathize with situations that are outside of your control, including illness, family situations, etc., we cannot refund your camp balance after the due dates above. As of this due date, GO TELL Ministries is committed to pay all costs, such as facility fees, lodging, meals and other fees related to camp.

## **CAMP CANCELLATION POLICY**

Should camp be cancelled due to unforeseen circumstances which are outside of our control, including but not limited to national disasters, weather conditions, etc., deposits remain non-refundable. Camp balances may be refunded if the facilities utilized refund GO TELL Ministries. This may vary by location.

If your church group chooses not to come to camp due to weather conditions, and the camp is still held as scheduled, all payments are non-refundable.

*It is our desire for camp to be a positive experience for everyone involved. We are here to help you in any way possible. Remember, if you follow the guidelines in your registration information, you will not incur late fees or forfeited monies. Thank you for your help in this important area!*

# 2012 Camp Costs and Discounts

DATE OF CAMP	LOCATION OF CAMP	Priority Registration Cost	Standard Registration Cost After February 1 <sup>st</sup>
June 25-29	Georgia Baptist Conference Center (Toccoa, GA)	<b>\$325</b>	<b>\$350</b>
July 9-13	Stephen F. Austin State University (Nacogdoches, TX)	<b>\$325</b>	<b>\$350</b>

***\*Conference, lodging, and all meals are included in this cost!!!***

***When sending in your payments, please include this worksheet with your payment.***

---

### **Financial Worksheet:**

A program fee is charged per group (see chart to the right) to offset the additional costs of providing multiple speakers and artists during each week of camp.

Please Note: *If a church or youth pastor has attended GO TELL Camp for three or more years, the program fee is waived for his/her group!*

<b>Program Fee</b>	
1-29 Campers	\$200
30-49 Campers	\$250
50+ Campers	\$300

Total Number Attending \_\_\_\_\_ X Registration Cost \_\_\_\_\_ = \$ \_\_\_\_\_

Less Deposit \_\_\_\_\_ (Number of Deposits X \$50) - \$ \_\_\_\_\_

Balance (Subtract Deposit from Registration Cost for All Attendees) = \$ \_\_\_\_\_

Plus Program Fee (See Chart) + \$ \_\_\_\_\_

**FINAL BALANCE** (Balance + Program Fee) = \$ \_\_\_\_\_



# REGISTRATION FORM

June 25-29, 2012

**GO TELL East:**  
Georgia Baptist Conference Center (Toccoa, GA)  
**GO TELL West:**  
Stephen F. Austin State University (Nacogdoches, TX)

July 9-13, 2012

(Please print or type.)

CHURCH NAME: \_\_\_\_\_  
Association: \_\_\_\_\_  
County: \_\_\_\_\_

CHURCH MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CHURCH PHONE: \_\_\_\_\_ CHURCH FAX: \_\_\_\_\_  
CHURCH EMAIL: \_\_\_\_\_

PASTOR NAME: \_\_\_\_\_  
PASTOR EMAIL: \_\_\_\_\_  
PASTOR HOME PHONE: \_\_\_\_\_

YOUTH PASTOR NAME: \_\_\_\_\_  
YOUTH PASTOR EMAIL: \_\_\_\_\_  
YOUTH PASTOR HOME PHONE: \_\_\_\_\_  
YOUTH PASTOR CELL PHONE: \_\_\_\_\_

## REGISTRATION FEE:

### DEPOSIT: \$50 Per Person, NON-REFUNDABLE

- **Please remember that spaces are held only as deposits are received!** One deposit of \$50 holds space for one person.
- Spaces are held ONLY as deposits are received. (Please remember that deposits are NON-REFUNDABLE.)
- Please return this form, along with your deposit of \$50 per person (\*min. of \$250 to receive these rates), to GO TELL Ministries ON OR BEFORE the rate period you are registering for.

<u>Deposits Received:</u>	<u>Camp Cost Per Person:</u>
Before or on February 1 <sup>st</sup>	\$325*
After February 1 <sup>st</sup>	\$350

- Please make checks payable to GO TELL Ministries. Credit card payments may be made online at [www.gotellcamps.com](http://www.gotellcamps.com).
- Please read the "Camp Costs and Discounts" form, as well as the "Financial Policies and Procedures" form, for important information regarding camp costs and procedures.



# BACKGROUND CHECK VERIFICATION FORM

GO TELL’s primary concern is for the safety and well-being of all the students who attend camp. Therefore, GO TELL requires that a criminal background check be completed on every adult who attends camp. It is the responsibility of each youth pastor/group leader to verify that a background check has been performed **within the last 12 months**, and is on file at his/her church, for EVERY ADULT ATTENDING CAMP WITH HIS/HER GROUP. (This means that a criminal background check should be on file for all youth pastors, parent volunteers, other chaperones, and bus drivers.)

**Data Facts, Inc.** is an excellent source for obtaining criminal background checks. Our contact at Data Facts is Ann Easton, and her cell phone number is **(901) 331-1367**. Ann will be able to assist you in obtaining all of the necessary forms and paperwork.

Once you have obtained a current background check on all of the adults in your group, please sign the bottom of this form and return it to GO TELL’s office by the due date listed below:

<u>Camp Location:</u>	<u>Camp Date:</u>	<u>Due Date for Return of Background Check Forms:</u>
GA Baptist Conference Center	June 25-29	<b>June 6</b>
Stephen F. Austin State Univ	July 9-13	<b>June 20</b>

NAME OF CHURCH: \_\_\_\_\_

WEEK OF CAMP: \_\_\_\_\_  
(Location of Camp) (Date of Camp)

NUMBER OF ADULTS ATTENDING CAMP: \_\_\_\_\_

By signing this form, you agree that you’ve obtained a criminal background check on all of the adults in your group who are attending GO TELL camp. You also acknowledge that each criminal background check has been performed within the last 12 months and THERE ARE NO NEGATIVE RESULTS.

\_\_\_\_\_  
(Signed by Youth Pastor/Group Leader) (Date)



# Parents' Prayer Request

Dear Parent or Guardian,

I am greatly honored that your child is able to attend **GO TELL Camp** this summer. More than 19 years ago, God gave me a vision to start a youth camp ministry that would impact teenagers' lives with the Gospel of Jesus Christ. Since 1989 more than 80,000 students and their leaders from churches nationwide have attended our **GO TELL Camps**. Thousands have made personal commitments to Christ, and many have surrendered to full-time Christian service. To God be the glory!

It is my prayer that your child's heart will be transformed by the power of God through the anointed music and preaching of God's Word.

To this end, I want to invite you to join with me as a prayer partner for the camp ministry and especially for your child. I want this to be a very special time of spiritual renewal for your teenager – a life-changing experience that will deepen his or her commitment to live for Christ and to serve Him daily as a witness.

I am setting aside a special day of fasting and prayer for the youth attending **GO TELL Camp** this summer. Attached is a special prayer request form. Since you as a parent know the deep needs of your child, I invite you to complete this form and return it to me before our day of fasting and prayer.

Our staff will take these special prayer requests before the Lord to intercede on behalf of your child and the other students. We will ask God to move in a powerful way to meet the deepest needs of your child. I pray **GO TELL Camp** will impact his or her life forever!

Sincerely in Christ,

Rick Gage

P.S. In closing, if you have not received a **free** copy of my book More than a Game, check the box on the prayer request form and we will ship it to you at no cost.

✂ CUT OFF HERE AND SEND DIRECTLY TO GO TELL MINISTRIES

PRAYER REQUEST FORM 2012 GO TELL CAMP	
Dear Rick: I want to join with you on your day of fasting and prayer. I ask that you pray for the following specific needs in the life of my child (children) who will be attending GO TELL Camp. My son(s)/daughter(s) will be attending the week of ( <b>circle one</b> ):	
Georgia Baptist Conference Center (June 25-29)	Stephen F. Austin State University (July 9-13)
Their name(s) and needs are as follows:	
[ ] Please send my <b>FREE</b> copy of <u>More than a Game</u> to:	
Name of Parent or Guardian:	
Street Address:	
City, State, Zip:	
Email:	
Name of Church:	
Please return this form to: GO TELL Ministries, P.O. Box 2138, Duluth, GA 30096	
Fax: (770) 622-5603	

## What to Wear:

- Casual clothes for the day: modest shorts/t-shirts.
- Swimming:
  - Guys – MODEST swimsuits no higher than mid-thigh.  
**T-shirts must be worn to and from the swimming area.**
  - Girls – MODEST one-piece swimsuits or modest Tankinis (must cover your stomach). A large **dark** T-shirt or cover-up must be worn to and from the swimming area.
- **FOR CAMP IN TOCCOA, GA ONLY:**  
**One-piece bathing suits must be worn while tubing and water skiing on the lake.**



[www.limericki.com](http://www.limericki.com)

## What NOT to Wear:

- Shorts, tops, skirts, etc., that are too tight.
- Short shorts (hem no shorter than fingertips when arm is extended).
- Skimpy Tops (Halter, etc.) or shirts that don't meet your pants or rise up above your pants when arms are raised.
- T-shirts with distasteful designs or messages.
- Bikinis, Tankinis, French-cut, or one-piece resembling two-piece swimsuits.
- Spaghetti-strap tops (unless you have a shirt underneath).
- Pants that are too low cut and don't allow you to bend over without being embarrassed!



### **What to Pack:**

- Bible, notebook, pen
- Toiletry items
- Bath towels (These are required at all camp venues. Recommend that students bring unique patterns and colors to keep things separate in their rooms)
- Linens:
  - ☞ **Georgia Baptist Conference Center** – All bed linens are already supplied (pillow, sheets, and blanket).
  - ☞ **Stephen F. Austin State University** - Campers must bring bed linens (pillow, twin bed sheets and blanket or sleeping bag).
- Limited spending money. Some optional recreation activities require a small fee. Christian resources may be purchased. In addition, vending machines and snack shops are available.

### **What NOT to Pack:**

- Any item that is illegal, dangerous, or may be used to cause damage to the camp facility or harm an individual (examples: alcoholic beverages, drugs, fireworks, weapons, water balloons, or water guns, etc.).
- Tobacco products – GO TELL Camp has a no-tobacco policy.
- Radios, cd/tape players, video game equipment, cell phones, or pagers to be used inappropriately. The use of two-way communication devices is prohibited except by camp staff or counselors.

GO TELL Camps reserve the right to collect any item that violates the above provisions.

### **First Aid/Medication**

Medical personnel will be on duty throughout the week of camp. All serious cases of sickness or injury should be reported to the medical staff immediately.

### **Valuables**

GO TELL Ministries and each GO TELL Camp venue cannot accept responsibility for missing items. Therefore, it is advised that campers not bring unnecessary valuables to camp. Each camper is responsible for his/her own cash and valuable items.