

GROUP LEADER GUIDE



Summer 2024

www.oakridgecamp.com
(405) 247-5433

TABLE OF CONTENTS

- 1 Welcome
- 2 Before Camp Details & FAQ's
- 3 During Camp Details & FAQ's
- 4 2024 Updates
- 5 Camp Checklist
- 6 Forms & Links Background checks & waiver
- 7 Contact Information

WELCOME TO OAKRIDGE



Thank you for participating in our 2024 Summer Camp Season at Oakridge! We have been doing camp ministry since 2000, and we are honored to serve you this summer. Our goal is to support your ministry and investment in young people by providing the facilities, helping with activities, providing your meals (for most groups) and more, so you can focus on building relationships with your campers and supervising them. We are praying for God to do amazing things at camp!

BEFORE CAMP

To Register

To reserve your spots, you will need to return a signed reservation contract and a 25% fully non-refundable deposit. The entire deposit amount will be applied toward your final bill. If you need more spots than what you originally reserved, please contact us as soon as possible. Guests will be added on a first come/first serve basis depending on available space.

Registration/Release Form

No later than two weeks before camp, every participant will need to have a signed WAIVER form that serves as a release of liability and clarifies the guest's emergency contact. Guests cannot check in without this completed form. Forms can be accessed and completed on our website oakridgecamp.com/waiver. You will receive an email with 1) a link to share with participants; and 2) a link for you to see an alphabetical list of those who have signed with your group. You must confirm before camp that every participant has a signed waiver. Please contact us if you have not received your specific link! Every member must complete the online waiver or be charged a \$2 fee to use the paper form (must be signed by guardian in advance).

If anyone says they have signed but are missing from your list, they may have signed the general waiver, or accidentally signed another group's link. Contact us to check for their names

Final Group Size and Payment

You must submit a final number of both male and female minors and adults in your group no later than two weeks in advance of your session. This is the minimum amount you will need to pay for. We will send you an invoice once you have submitted the final number, and that will be the final amount you are responsible to pay one week before camp. After the confirmed number two weeks in advance, we will not reduce your final bill for drops in group size for any reason. When you give your final number, please let us know if we should include on the invoice Snack Shack and Gift Shop fees, any Adventure activities like Goliath High Ropes, Arrow Tag, Laser Tag, and any fees for extra guests or lodging upgrades. Your bill will increase if you bring additional persons. Any late registrants (within two weeks of the start of camp) will be billed a \$20 late registration fee and will be added on a first come/ first serve basis. In lodging areas we may add a cot to your dorm if your late registrants exceed number of beds in your dorm room.

Sponsors

We require a ratio of 1 adult sponsor for every 9 campers maximum. Your group's sponsors are responsible for all oversight of your campers, including night lodging. Oakridge staff will help with activities and serving your campers, so that your sponsors can focus on building relationships with the campers and overseeing their safety. These must be 18+ adults that have been screened by your church. **NEW FOR 2024: You must submit background checks to Oakridge for all adults attending with your group. If needed because of work schedules, sponsors can switch out during the week with a replacement.** If you cannot meet the 1:9 ratio, please contact us about securing one of our staff to be a substitute sponsor for your group. Additional charge of \$20 per camper per night will apply for Oakridge to supply oversight, and is limited in availability.

BEFORE CAMP

Background Checks

Every Adult Sponsor coming to camp to supervise minors and lodge in Oakridge facilities must have had a national criminal background check before coming to camp, within two years from the date of the camp event, unless the sponsor has been serving continuously since the background check on file. You will turn in a form two weeks before camp stating that your organization has 1) Performed a criminal background check to include a cross-check on the National Sex Offender Register website on all adults listed on the attached “Attending Adult Sponsor List” page; 2) Determined that these adults meet the requirements of Oakridge and your group for proper supervision of minors; 3) Verify that all adults attending with our group have no record of any crimes against children or violent crimes.

Health

Lice & Bedbugs: Encourage parents of children to check their campers for head lice and bed bugs two weeks before camp and the day before departure. A two week check will help them be treated in time for camp.

Illness: No camper should attend camp or attempt to check-in if they are sick, including illnesses with symptoms like vomiting, coughing, diarrhea or fever.

Nurse/Medication Dispensing: Oakridge does not provide nurses for groups bringing campers to Oakridge. Group leaders are responsible for first aid, medical decisions and medication administration for their group. We encourage you to **bring your own camp nurse/care-giver for your group to care for your guests and dispense medication** as necessary. Should your care-giver need assistance, there are on-site staff certified through the Red Cross in First Aid & CPR.

Lifeguards: Oakridge lifeguards will oversee the pool every time it is open during your stay. Our lifeguards are certified through the Red Cross. Waterslide is overseen by trained staff.

Emergency situations: The closest hospital is 5 miles away—Rural Wellness Anadarko. In case of emergency, the Camp Director and group leader should be contacted immediately. Oakridge staff members certified in First Aid/CPR will be available. The group leader should contact the campers’ parents to determine the next step for serious or non life-threatening conditions. Oakridge Management reserves the right to call 911 if needed.

AED: There is an AED on camp.

Additional expenses

Snack Shack/Gift Shop Money: We encourage guests to check in their money on a Camper Account to prevent loss or theft, but it is not a requirement. \$25-35 per person is recommended. You can send the camp office a list of names and amounts before camp starts, or on the first day of camp bring it in envelopes with each camper’s full name and your group name. Oakridge has a no refund policy for Camper accounts. Any credit will be added to your group account at the end of your event for future camper scholarships.

Adventure Activities: Please see our activity information for additional activity fees. You can encourage your campers to bring extra money for these activities to check in to their Camper Account, or add them to your final group invoice. Money added to Camper Accounts can be used to pay for Adventure Activities, but will not be refunded.

AT CAMP

What time is check-in and check-out?

Check in time: 3pm. No Camper or Leader may arrive before 3pm on arrival day, unless special permission has been granted in advance.

Check out time: 10am, unless previously arranged.

Orientation

We will do a 10-15 minute orientation that includes camp rules and activity information. Please make time for this during your first meeting of your camp session.

Lodging Information

Lodging assignment sheets are available on our website. We cannot confirm which dorms will be open to your group until you send us the final number of males and females two weeks before camp. After we confirm which dorms are available, you can assign rooms. We generally need a dorm filled entirely before overflowing to another dorm.

You must notify us of any big changes in your attendance numbers in advance, so we can make sure to have the appropriate lodge in advance.

Most camp participants should plan to bring their own bedding and towels. The only lodging areas where we provide bedding and towels are Timothy Lodge, Isaiah cabin & Jeremiah cabin.

Visitors

Parents and guests of your church are generally welcome to come to evening chapel services only free of charge. Group leaders should notify Oakridge in advance of how many to expect and we will give the group leader visitor's wristbands and/or guidance. If any guests desire to participate in any meals or camp activities apart from the free evening chapel service, there will be a fee. See your reservation contract for activity and meal expenses. Contact our office for lodging costs.

Food service & Allergies

Oakridge has a set menu each week based on our agreement as a state summer food service vendor. If a guest has an allergy or dietary restriction, the safest course of action for campers is to get a copy of the menu before the session, determine what they can have from the planned menu, and bring along any desired food items to supplement. Oakridge provides a fridge and microwave access for these campers, but we cannot provide access to a full oven or stovetop. Please contact us to get a copy of the menu (generally about two weeks before your date).

[Click this link](#) to access our summer menu to see meals that will normally be served each week.

AT CAMP

Activity Information

Reference your invoice and our Activity Information document for all information regarding capacities and cost. Adventure Activities can be added for an additional fee.

Leaving Early

In case of sickness, injury, or dismissal due to behavioral problems or homesickness, camp fees will not be refunded. In general, there are no discounts available for guests who do not eat the meals, participate in planned activities, or choose to arrive late or leave early. Call our office, 405-247-5433, for pre-arranged exceptions.

Lost & Found

At camp, lost & found items are brought to the main dining hall stage, or to the office if they are valuable. We keep lost and found items for 2 weeks after your event ends. We do not keep certain items, such as towels, underwear and socks. You can submit a lost and found request on the website at oakridgecamp.com/contact for most items, or call us about emergency items (wallet, medications, etc). Shipping costs will be at your own pre-paid expense or you can pick it up.

Storms

Oakridge does not have an underground shelter. In the event of an emergency, we recommend that all guests go to a building with lower level concrete block construction. These will include: the small dining hall, Matthew dorm, central restroom, Esther dorm, pool restroom, west dining hall, west chapel, and Ruth dorm. Oakridge staff will notify all group leaders in the event of a severe weather alert.

Directions

We are about 45 minutes from Lawton, 1.25 hours from OKC, 2.5 hours from Tulsa, and 3.5 hours from DFW. You can get specific written directions on our website, OakridgeCamp.com.

Cell Phone Policy

We strongly encourage campers to eliminate or minimize cell phone usage. Cellphones may be taken away at group leader's or Oakridge leader's discretion based on misuse. We want to encourage friendship, Christian discipleship, and outdoor experiences! Our staff are not responsible for monitoring personal electronic usage or keeping track of devices. There is a zero tolerance policy for 1) viewing pornography/inappropriate images/videos at camp; 2) media that contains profanity; 3) using cell phones to receive or send content that is sexual or bullies any person.

2024 SPECIAL NOTES

Goliath High Ropes

The state of Oklahoma DOT will be expanding our highway in front of the camp to the North (where our Goliath and Go-kart track currently are). We do not know the timeline of when this will be happening, but want to let every group know there is a chance we may lose access to our high ropes course before or during summer. If this happens and we need to cancel, we will refund any Goliath fees paid on your invoice.

Two pools

We just put in a new shallow (3 ft) pool by the waterslides!! This will help us so much if you have attended a past session where we needed to do a lot of rotating pool times. We are thanking God for this awesome addition. Generally, you will be assigned either the central pool OR the new west pool and waterslides for an afternoon.

Patio Renovation

In order to make more overflow dining space, the snack shack patio is being redone. This spacious, updated patio will be great for groups that need more dining space than the dining hall allows, and will still normally be available for people to relax in the afternoons. The Snack Shack will still be very close to the patio.

Coming soon!

We have more exciting projects underway at camp that you will see being worked on, but are not quite ready for patronage:

- Bathrooms at the Ranch side!
- New giant walking maze at the Ranch side!
- Updated campfire space at West Camp
- New East Chapel by Romans Lodge
- Two modular building projects at West Camp & Ranch side, currently waiting for fire marshall approval.



CAMP CHECKLIST

PRAY

- Pray for every aspect of camp throughout the entire process!

PROMOTE CAMP

- Promote Camp - we have photos available on our website and videos on our youtube channel if needed.

SIGN CAMPERS UP

- Every person coming must have a signed release of liability waiver to attend. Parents must sign this, and we need the form completed no later than two weeks before camp.
- Collect money. Your group is responsible for collecting camp fees, and paying the deposit and final balance at the appropriate time. Make sure they understand that within a certain deadline (variable by camp date) their payments are non refundable.

RECRUIT ADULT LEADERS

- Find trusted adults to be supervisors for your group. They will stay in the dorms and be responsible for supervision of your group. You need at least 1 adult for every nine campers in both genders.
- Make sure all adults have been background checked, have references, and follow any of your organization's policies for screening adults who will be around minors.
- Make sure every adult also completes the online liability waiver with your group's link.

FUNDRAISE

- Plan opportunities for campers to earn money for camp, like: meals, candy sales, service projects, car washes, yard sales, etc.
- Let your church & community know of the need. Businesses and individuals love supporting young people, and some may be particularly passionate about camp.

CAMP CHECKLIST

COMMUNICATE DETAILS

- Work on your schedule with our office at least 2-3 months in advance of your event. Keep in mind we may need to adjust and integrate certain details based on all groups onsite (meal shifts, activity rotations, etc.).
- Share transportation, departure and arrival information with families
- Share your packing list and dress code
- Let campers know all cell phone rules in advance
- Talk about Snack Shack & Gift Shop money, and the extra fee Adventure Activities that are available during your session. Decide if you want to check in money to camper accounts.

FINAL REGISTRATION (normally 2 weeks before, unless session reaches capacity, then earlier)

- Send office your final attendance numbers (includes males & females in dorms, number of adults and minors, and any private rooms needed). Any cancellations after this date will still need to be paid in full. If space is available, campers can be added after this for your camp rate +\$20/person late registration.
- Send office the signed background check form for all adults attending.

FINAL PAYMENT (normally 1 week before, unless a session reaches capacity, then earlier)

- Make final payment
- Receive dorm assignment from Oakridge and make your camper lodging assignments

REQUIRED FORMS

1) WAIVER

The waiver must be completed online for our recordkeeping. The best place to get the waiver links for your group is from the email that Oakridge Staff will send you. It will have a specific link for your group to sign, and the ability for you to log in and see your list of signatures. Contact us to resend it if needed. The software name is Waiverfile.

Access:

Go to <https://www.waiverfile.com/b/OakridgeMinistries/PartySelect.aspx> to find your group on the list there. Your group must sign up using the link that is specific to your group. you can see a list of all groups using the QR code and link below.



[Click here for list of waiver groups](#)

2) ADULT BACKGROUND CHECK FORM

See the following two pages and turn them in no later than two weeks before your event. Email to admin@oakridgecamp.com

ADULT BACKGROUND CHECK FORM

Background Check Policy for Groups Attending Summer Camp at Oakridge

Sponsoring Group Name: _____

Phone #: _____ Address: _____

City: _____ ST _____ ZIP _____

Authorized Representative Signature: _____

Printed Name of Authorized Representative: _____ Date: _____

Every Adult Sponsor coming to camp to supervise minors and lodge in Oakridge facilities must have had a criminal national background check before coming to camp, within two years from the date of the camp event, unless the sponsor has been serving continuously since the initial check. That background check needs to have included a cross check of every Adult Sponsor with the National Sex Offender Website. Oakridge does not need copies of the actual background check. Two weeks before your camp date, you must turn in a form listing the Adult Sponsors you are bringing and stating they have been appropriately screened.

I, the Group Leader identified above, verify the following. I have:

- Performed a criminal background check to include a cross-check on the National Sex Offender Register website on all adults listed on the attached "Attending Adult Sponsor List" page;
- Determined that these adults meet the requirements of Oakridge and our group for proper supervision of minors;
- Verify that all adults attending with our group have no record of any crimes against children or violent crimes. If you have a situation that you need to discuss, call our camp director.
- Been thorough and complete in our background and relational checks of all specified attending adults;
- Been notified that I must present this document in its entirety to Oakridge a minimum of TWO WEEKS before our camp.

ADULT BACKGROUND CHECK FORM

The Adult Sponsors (includes both paid and volunteer) named below are known to the staff or recognized leadership of the participating group, and the participating group knows of no reason why any should not serve as a sponsor for children and youth under the age of eighteen (18). The participating group confirms it has taken reasonable steps to confirm the individuals are not registered sex offenders by making inquiries to law enforcement officials and/or by checking www.nsopr.gov (the National Sex Offender Public Website). Sponsoring group warrants that it has used _____ company to perform nationwide criminal background checks on all Adult Sponsors within the last 24 months, unless the sponsor has been serving continuously since the initial check. The participating group warrants it has brought no Adult Sponsor not listed on this form. The participating group acknowledges that it is responsible for the supervision of all campers, and for a child protection policy that includes conducting background checks, following your group policies and Oakridge guidelines that ensure the safety of all participants.

NAME OF ADULT SPONSOR	NAME OF ADULT SPONSOR
1	21
2	22
3	23
4	24
5	25
6	26
7	27
8	28
9	29
10	30
11	31
12	32
13	33
14	34
15	35
16	36
17	37
18	38
19	39
20	40

OUR TEAM



OUR CONTACT



(405) 247-5433



oakridgecamp.com



20007 State Highway 9
Anadarko, OK 73005

Allison @ admin@oakridgecamp.com



(918) 577-7658

Jaime @ jaime@oakridgecamp.com



(405) 933-0637

Brian @ brian@oakridgecamp.com



(405) 933-0506