

# Youth Retreat Registration Packet

Johnsonburg Presbyterian Center

"A Special Place to Grow in God's Love"

Dear Retreat Advisor,

Thanks for choosing to bring your group to a Camp Johnsonburg Youth Retreat. We're really looking forward to having you all here.

Enclosed in this packet you will find:

1. Retreat Policies
2. Emergency/Safety Information
3. General Retreat Info
4. Sample Schedule
5. Roster & Check-In Instructions
6. Directions
7. Roster Form
8. Health Form/Permission Slip

We ask that **ALL** advisors and chaperones review the enclosed information before your arrival at camp. Please feel free to contact us directly if you have any questions, or need additional information. We'll see you soon!

Regards,

Mary Iozzi  
Registrar  
(908) 852-2349

# Retreat Policies

## Supervision:

Johnsonburg requires all churches participating in our retreats to provide adult leadership to supervise their youth while here at camp. We have found that it works best when there is at least one advisor for every 6 youth. There must also be at least one same gender advisor for male and female participants.

Youth leaders/advisors/chaperones are ultimately responsible for the supervision of your youth. There will be many youth groups attending and it is our primary goal to ensure everyone's safety. We expect all participants to behave appropriately and a list of "**House Rules**" will be distributed to leaders when they get to camp.

## Health Forms / Permission Slips:

Enclosed in this packet is a copy of the Johnsonburg Retreat Health Form / Permission Slip. You must bring a complete and signed copy of this form for each participant. **These forms are mandatory and youth cannot participate without a form signed by a parent or guardian.** We suggest that each group hold onto their forms, so that they are easily accessible in the event of a medical emergency. We will check to verify that you have the forms.

## Housing:

Most Johnsonburg Youth Retreats are housed in one of our five retreat lodges. These buildings all have private bathrooms and 5-6 bedrooms that sleep a total of 20-24 (2-5 beds in each room). The buildings also have a common room with small kitchen area.

The notable exceptions to this are the **Team-building Retreat** in October and the **4th and 5th Grade Retreat** in June, which are **both housed in our un-heated cabins**. These cabins sleep 8 and use a nearby bathhouse.

At times, our retreats are so well attended that we can't fit everyone here on site at Johnsonburg. When this is the case, your group might be housed at the nearby Hope Center, another camp about 10 minutes away. If this applies to your group, we will notify you ahead of time. The Hope Center has recently renovated cabins that house 12 and contain bathrooms in the cabin.

Typically, housing in lodges is based on gender, but in some cases it may be necessary to have co-ed lodges to best fit the entire group. When there are co-ed lodges, we assure you males and females will be in separate rooms. When possible, advisors and youth will be housed in separate rooms within the same building. If it becomes necessary to house advisors in the same room as youth, we will check with you ahead of time.

For retreats housed in cabins, advisors should expect to stay in the same cabin as their youth.

## **Please note:**

- Housing is determined on a first come, first served basis in terms of when your group registered for the event, based on the receipt of paid deposits.**
- If your group has special needs or requests, please be in touch ASAP so that we can discuss arrangements.**

**Billing:**

The fee for each retreat is listed in our retreat brochure and on our website. **We require a deposit of \$20 per person registered to hold your space.**

**Final payment should be made when your group checks in for the event.** In the event this is not possible, an invoice will be mailed to your church.

**Cancellations:**

A full refund is granted for any cancellation that occurs at least 30 days before the event. Cancellations less than 30 days before the event will result in forfeiture of deposit(s). If an individual cancels, we will apply their deposit toward your balance if we are notified at least two weeks prior to the event. Otherwise, that deposit is forfeited. To cancel, or if you have any questions, please contact the office at 908-852-2349.

# Safety / Emergency Information

## LODGE NUMBERS

Lodge A	908-852-9201	Cedar Meadow Lodge	908-852-9258
Lodge B	908-852-9214	Taylor Lodge	908-852-4650
Lodge C	908-852-9231		

- **There are no phones in the cabins.**

## FIRES

We will provide wood for all campfires/fireplaces, so please do not cut any trees for this purpose. Please make sure all fires are totally extinguished before leaving the area. Fireplace wood is found in the box on the front porch of Lodges A, B, and C.

## CAMPSITE HEALTH & SAFETY

- Do not climb into or out of windows at any time **EXCEPT** in the case of an emergency.
- Please be mindful of and stay away from all wildlife on site.
- Avoid poison ivy in the woods. Ask if you do not know what this looks like.
- Insect repellent is advised to deter mosquitoes and ticks.
- The camp speed limit for vehicles is **5 mph**. This speed is painfully slow, but keeps the dust down and people safe.
- The site has many rocks & roots so please walk along paths and confine running to our spacious meadows. Opened toes shoes like sandals or flip-flops are not advised.
- Please park in designated parking areas and not on the grass or alongside the road.
- **Smoking is not allowed inside any building!**
- **Ropes Course Elements, the Climbing Wall, and the Archery Range** are off limits to groups without certified Johnsonburg staff present.

## WATERFRONT REGULATIONS

**Lake:** Our Lake is beautiful and deep. It falls off to 20+ feet within 10 feet of the shore, so it is important to exercise caution in this area. As such:

- Use of boats or swimming is not permitted in the lake without certified lifeguards present and the waterfront is officially “open”.
- All boaters must wear life jackets – tied and fastened – that we provide.
- **Ice skating or walking on the ice is FORBIDDEN on the lake.**

**Pool:** Each swimmer should have a buddy when in the water so everyone can be accounted for quickly. The pool is 3 feet to 6 feet deep. If you are a “non-swimmer” please stay in the shallow end. The pool is typically closed from late August through late May.

## CARE OF SITE & BUILDINGS

We are fortunate to have a beautiful 400-acre site, and to help us maintain it's beauty we ask you to help us by picking up and disposing of litter around the site when you see it. To that end, trash cans and recycling cans are located on the front porch of each lodge as well as other places around the site.

Thermostats can be used to regulate heat in all buildings and conference rooms. Also feel free to use the fireplaces. Please turn the heat down at night to keep bedrooms from getting too hot. When you leave, please turn the thermostats to their lowest setting. Additional instructions are in each building.

To keep costs down and partner with us as stewards of our camp, groups are asked to leave campsites and buildings at least as clean as they found them. Please pick up and bag all trash, sweep the floors with broom or vacuum. This takes very little time, promotes a feeling of fellowship, and develops personal responsibility. Thanks for your help!

## **EMERGENCIES**

A staff person is always on site to help in emergencies, to take phone messages, and to answer questions. If you cannot locate a staff person and time is of the essence, call 9-1-1 for emergency, first aid, fire, or police.

**The camp's physical address is: 822 Route 519, Johnsonburg, NJ 07846**  
**The Hope Center's physical address is: 15 Ridgeway Ave, Hope, NJ 07844**

Emergency transportation is the responsibility of the user group. Please have an emergency vehicle and driver available at all times for emergency transportation. The closest hospital is Newton Hospital. To get there:

- At the camp entrance, make a right turn and drive 2.8 miles until you reach a stop sign.
- At the stop sign, turn right onto Rt. 94.
- Follow Rt. 94 for 7.8 miles and you will see the entrance to Newton Hospital on the left.

Please report any accidents or illnesses resulting from the use of the site to our staff so we may address any problems.

### **Emergency Numbers:**

<b>Camp cell #</b>	<b>908-852-2435</b>	<b>Hope Center #</b>	<b>908-459-4435</b>
<b>Office #</b>	<b>908-852-2349</b>	<b>Harry's cell #</b>	<b>908-399-5554</b>

## **PROBLEM AREAS**

- Use of non-prescription drugs or alcohol on the campsite is strictly prohibited.
- Pets are not allowed on the campsite, as there are no facilities available for them.
- All vandalism and graffiti left in buildings is the responsibility of the group.
  - **Groups will be charged for all damages beyond normal wear and tear.**
- No firearms, fireworks, or weapons are allowed on site.
- Driving around the site is not permitted. Please park your car in a designated parking area and walk around site.
- Use of recreational and sports equipment is under the supervision of the rental group.

# General Retreat Info

## What to Bring:

**Clothes:** Dress for the weather!! Bring casual clothes that you do not mind getting dirty and a change of clothes if you do get dirty. There will be outside games and activities as well as free time on Saturday.

– Appropriate weight coats, raincoats, sneakers, extra shoes, mittens, gloves, etc...**Layers!**

## **Linens:**

Sleeping Bag or sheets/blankets, bath towel, pillow, washcloth

## **Miscellaneous:**

Bible, flashlight, pen/pencil, paper/notebook, toiletries (Soap, Shampoo, Toothbrush, etc.)

## **Optional:**

Guitar, camera, fishing pole and tackle, sun block, and spending money for camp store

**This list is only a suggestion of what you will need for the weekend.**

**Please check the weather for your visit!**

## First Aid:

**Johnsonburg does not provide a nurse for retreats.** We encourage you to bring an advisor who is certified in First Aid & CPR to care for your group. In emergencies, local emergency squads serve us and there are two hospitals within 20 minutes of camp.

Your group should have a vehicle for emergency transportation available throughout the weekend. All accidents, injuries, or illnesses that occur during the weekend should be reported to the camp staff.

## Small Groups:

During the retreat we will spend a good deal of time in small groups. Small groups are comprised of youth and advisors from different churches participating in the retreat. We find this helps the youth foster relationships with participants from other churches. Each small group will be facilitated by a member of the Johnsonburg Staff. Please be in touch if you have any questions or concerns about how our small groups function, or the placement of your youth in small groups.

# Sample Youth Retreat Schedule

## Friday:

7:00 - 8:15 PM	Check-In at Office & Get Settled
8:15 - 8:30	Games (Gym)/Advisor Meeting (Amphitheater)
8:30 - 8:45	Welcome / Introductions / Retreat Overview (Amphitheater)
8:45 - 9:15	Music, Music, Music!! (Amphitheater)
9:15 - 11:00	Session I – (Amphitheater and breakout areas)
11:00	Snack (Dining Hall) - Back to Lodges/House Rules
Midnight	Lights Out

## Saturday:

7:45 AM	Table Setters to Dining Hall
8:00 - 8:45	Breakfast
8:45 - 9:00	Energizers (Amphitheater) /Advisor Meeting (Conference Room)
9:00 - 9:25	Music, Music, Music!! (Amphitheater)
9:30 - 11:00	Session II – (Amphitheater and Breakout areas)
11:05 - 12:15 PM	Church Group Time
12:15	Table Setters to Dining Hall
12:30 - 1:15	Lunch
1:15 - 1:30	Advisor's Meeting (Conference Room)
1:30 - 3:00	Afternoon Activities (to be announced)
3:05 - 4:35	Session III (Amphitheater and breakout areas)
4:40 - 5:30	Church Group Time / Worship Prep
5:15	Table Setters to Dining Hall
5:30 - 6:15	Dinner
6:15 - 6:30	Advisor's Meeting (Conference Room)
6:30 - 7:00	Music, Music, Music!! (Amphitheater)
7:00 - 8:30	Session IV (Amphitheater and breakout areas)
9:00 - 11:00	Evening Activity - (Amphitheater)
11:00 - 11:45	Snack / Hangout / Back to Lodges
12:00 AM	Lights Out

## Sunday:

8:15 AM	Table Setters to Dining Hall
8:30 - 9:15	Breakfast
9:15 - 9:30	Evaluations (Dining Hall)
9:30 - 10:00	Worship Prep, Pack, Clean-up
10:00 - 10:45	Worship (Amphitheater)
10:45	Pick up snack bags / Depart

## Rosters and Check-In

### Rosters:

Enclosed is a form that we need filled out and **returned no later than one week before the retreat**. Please neatly print or type the names of everyone attending, and please indicate youth or advisor, and gender. Please include the names and gender of the advisors as well, as we use rosters to make housing assignments, to make nametags, and to make small groups. It's important to have this information far enough in advance to get all these things done.

### Check-In:

- Please plan on arriving at the Johnsonburg Presbyterian Center between **7:00 – 8:00pm**
  - Programs will begin at 8:00 PM, or as close to that as possible, depending on how many people are here.
    - If your group is ready before the start time, you may walk around the site, use the gym, or stay in your housing area.
  - If you are going to be late, please call ahead to let us know (908-852-2349).
  - If you are staying at the *Hope Center*, please come directly to camp. We will give you directions and have someone lead cars after the Friday night program.
- Check-In at the **Office**.
  - This is when you will get your housing assignment.
  - Please have an advisor bring your group's Health Forms, a check for the balance (if you have one), and the names of any youth that did not come.
  - Each church will receive:
    - **A Folder Containing** your housing assignment, maps, schedules, house rules, an invoice, and camp brochures.
    - **Nametags** – please encourage your group to wear their nametags all weekend.
  - After you check-in at the office, you may go to your housing area to unload bags and get settled. If you are staying at the *Hope Center*, park in the office lot and walk to the Rec Center.

**If you arrive after 8 pm, and no one is in the office, please go directly to the Rec Center to join the program.**

### Food Service:

Two-night retreats include breakfast, lunch, and dinner on Saturday and breakfast on Sunday. One-night retreats include breakfast and lunch on Saturday only. There will be evening snacks after the program Friday and Saturday nights. Dinner is not provided Friday night so please eat before you come.

We will also provide a snack for your trip home at the end of your retreat.

If you have any special dietary needs (allergies, vegetarian, etc.), please let us know ahead of time.

The retreat lodges do have facilities for keeping food and drinks if you would like to bring snacks. For retreats housed in our cabins, we strongly urge you not to leave food in the cabins, as you may attract some of four-legged friends.

# Directions to Camp Johnsonburg

## From Route 80 Heading West

Exit at Allamuchy (Andover, Hackettstown-Exit 19). At end of the exit ramp bear right of the median strip, the Andover Lane. At stop, cross both lanes of Rt. 517 and go down the road directly across from you, into the town of Allamuchy. At the base of the hill is the Allamuchy General Store. Turn left in front of the store and follow Rt. 612 for five miles to a stop sign. At the stop sign, turn left onto Rt. 519; go one mile to the camp entrance and sign on your left.

## From Rt. 206

Exit onto Rt. 80 and go West to exit 19 and follow above.

## From Rt. 31

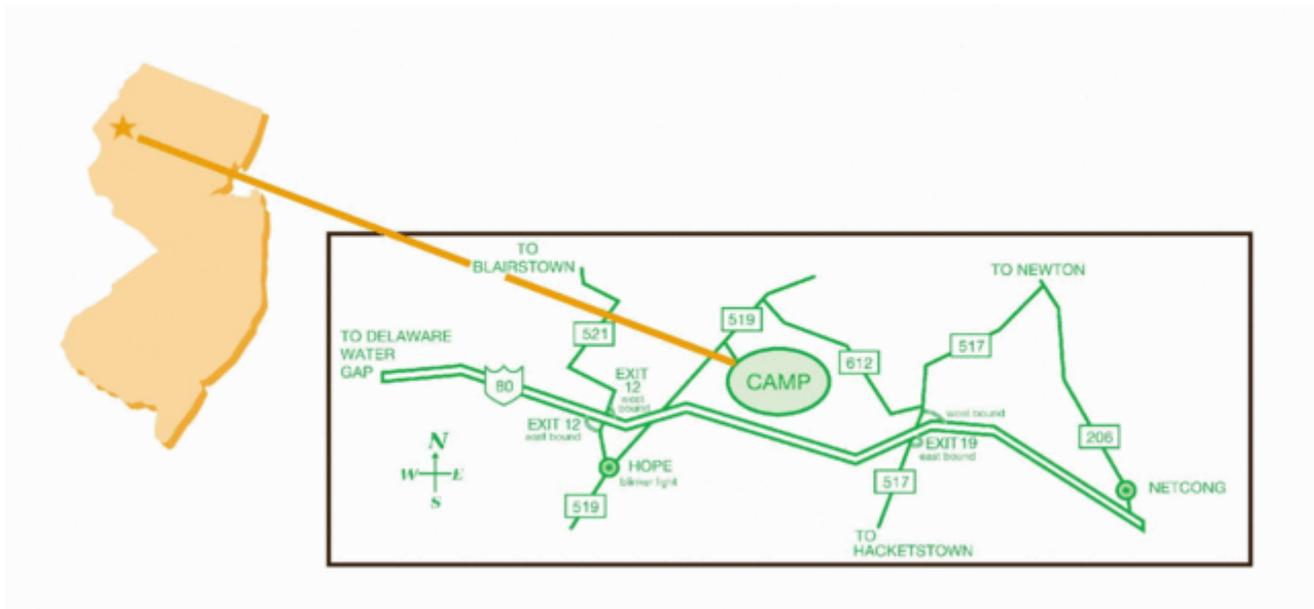
At the end of Rt. 31 in Buttsville, NJ, turn left onto Rt. 46 West. Then two miles later turn right at the first traffic light onto Rt. 519. Follow Rt. 519 for 6 miles. Then turn right at blinker light in Hope, NJ. Stay on Rt. 519 for 5 miles to camp entrance on your right.

## From the shore

Follow the Garden State North to Rt. 287. Take Rt. 287 to Rt. 206 north, then to Rt. 80 west to exit 19 and follow above directions from Rt. 80 heading west above.

## Using GPS:

Try entering our address as 822 Hope-Johnsonburg Road, Frelinghuysen Township, NJ.  
Our coordinates are 40 degrees 57.204 minutes North, and 74 degrees 53.478 minutes west.





# Johnsonburg Presbyterian Center Youth Retreat Health Form / Permission Slip

This form needs to be completed in its entirety and signed by a parent/guardian in order for youth to attend and participate in Johnsonburg led events.

Youth Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: M \_\_\_\_\_ F \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Emergency Contact Information:

1<sup>st</sup> Contact Person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies: \_\_\_\_\_

Current Medications and Dosage: \_\_\_\_\_

**\*Note: Please bring all medication in original bottle/packaging**

Any condition requiring special attention: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Health Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

As the parent or legal guardian of \_\_\_\_\_,  
I certify that the above information is complete and correct. I further authorize the adult leader of the church/youth group to secure medical care, including hospitalization and other medical attention deemed necessary by a licensed physician for my child. I further acknowledge that all costs associated with any medical treatment for illness or accidents while at the Johnsonburg Presbyterian Center are my personal responsibility.

By signing for my child, I permit the use of appropriate photographs for publicity reasons, and I also understand and have discussed with my child that he or she will not smoke, possess or use illegal drugs or alcohol, or cohabit at any time during this event. My child and I understand that unacceptable behavior such as that mentioned above - as well as cursing, fighting, leaving the site, sneaking out, disrespecting advisors, defacing property, etc. - will not be tolerated and may be grounds for dismissal from the event. I will be available or will make arrangements to pick my child up if he or she is asked to leave the event early for unacceptable behavior.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_