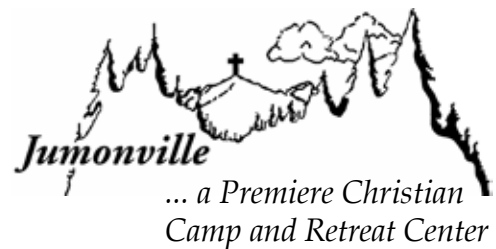




Group Leaders Retreat Handbook



www.jumonville.org

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January 2008 revision



887 Jumonville Rd., Hopwood, PA 15445 (724) 439-4912

Welcome Retreat Leaders!

My Staff and I are looking forward to working with you in your upcoming retreat. We want to help your event be smooth and successful. The purpose of this handbook is to provide you with some information to make your job as easy as possible. We have tried to outline areas of general concern and give guidance in areas where people have asked for help in the past. If you have suggestions for additions, deletions, or any type of improvements, we would love to hear from you. We are always striving to improve.

In addition to this handbook, there are several other ways that we may be a help to your group. We have developed a booklet entitled, "Planning Your Retreat: One Step at a Time" for your use. Check with the Jumonville office if you are interested in a copy.

We have a Retreat Leaders DVD which contains information about the facilities, procedures, pictures of the campus, and much more.

Again, we look forward to working with you and serving your needs.

Sincerely,

Larry Beatty
President

ADDITIONAL COPIES OF THIS BOOKLET

Additional copies of this booklet are available at no charge by contacting the Jumonville office.

Feel free to use or duplicate any material found within.

We are providing the copies free of charge so that you will make this information readily available to your staff members.

STAFF

President	Larry Beatty
Office Manager	Mary Meeder
Director of Operations	Scott Meeder
Director of Guest Services	Ree Enlow, L.P.N.
Director of Ministry Development	Michael Patterson
Maintenance Supervisor	Tom Anderson
Food Service Supervisor	Michael Lundberg
Housekeeping Supervisor	Frances Holt

JUMONVILLE'S STATEMENT OF MISSION & VISION

OUR MISSION

To facilitate the spreading of the Good News of Jesus Christ by a mountaintop experience

OUR VISION

- Jumonville will be, and will be widely recognized to be, a premiere Christian camp and retreat center
- Jumonville will provide experiences which shape and expand the Christian commitment of persons of all ages, empowering them to live the truth of the Gospel in their daily lives
- Jumonville will be an exemplary ministry of Christian hospitality for renewal, enrichment, and leadership development for individuals and groups, both diverse and devout

RESERVATIONS

Tentative holds can be made by phoning the office and scheduling your group with the reservationist. Tentative holds are only valid for a two week period beginning with the date you called. At the end of your two week period, if we have not received your application and deposit, your hold will no longer be in effect. Reservations are made only when the deposit is received AND you have received a confirmed copy of the application. Your deposit can be applied to the total bill or carried over to reserve a future date. Check your current contract for the policy on cancellations. (The only exception to this rule will be in case of weather conditions which, in the opinion of the President, make travel too hazardous.) When returning your application with deposit, please include a certificate of insurance, obtainable from your insurance carrier at no cost.

THE MOST EFFECTIVE WAY THAT GROUPS HAVE FOUND TO KEEP FROM LAST MINUTE CANCELLATIONS AMONG THEIR OWN MEMBERS IS TO COLLECT A SUBSTANTIAL DEPOSIT PRIOR TO THE CONFERENCE OR RETREAT.

Standing dates (keeping the same date and facility from year to year) are available by carrying over your deposit until the next retreat. Standing dates are not automatic and must be arranged with the reservationist. If a group with a standing date cancels, the standing date is lost until another application and deposit are received and confirmed.

NOTE: FOR GROUPS BOOKING A YEAR IN ADVANCE, RATES ARE SUBJECT TO CHANGE IN JANUARY OF EACH YEAR.

ROOM ASSIGNMENTS/FLOOR PLANS

A minimum of one counselor is to be assigned to each sleeping room and must sleep in that room during your event. Floor plan/room assignment sheets are available upon request from the Jumonville office. Your group has guaranteed a minimum number of participants for your group. Make sure you are aware of this minimum and also your maximum number based on the cabin or lodge capacity that has been assigned to your group. Check your application if you are not sure or call the Jumonville office. You are financially responsible for the minimum that you have guaranteed. We are trying to get maximum usage of our facilities and promote good stewardship of the resources with which we have been blessed. Better facility usage will also help us to keep our rates as reasonable as possible. When using the newly renovated Washington Lodge, you may have access to a private room available for your speaker. The area has a double bed, desk, and upholstered chair and ottoman.

WHAT YOU NEED TO BRING

Bedding - extra long twin/flat sheets and blankets or sleeping bags Suitable clothes
Pillows Personal Toiletries
Flashlight Towels & wash cloths

Linens are provided ONLY on a rental basis with advance notice. Linen package includes 2 sheets, pillow, pillowcase, blanket, bath towel, hand towel and washcloth. Soap is not included. Contact the Jumonville office for the current rate.

VEHICLES

Designate one vehicle for hospital runs. It should be parked in an accessible place. Make sure you stop in the office to get a properly completed insurance form before going to the hospital. The nurse will generally not be traveling to the hospital unless it is deemed necessary. Someone on your staff should be given that responsibility. An alternative driver should also be designated. **Driver should be at least 21 years of age.**

All other vehicles should be parked in the lot below the chapel, in the lot across from Captain Webb, or the parking lot at Epworth Heights. Please do not park (except for loading and unloading) in front of The Inn or on the road to the cross. These areas need to be kept open and accessible. Any guest vehicle using the parking lot at Epworth Heights should be moved to the lower lot by 2:00 PM on Sunday

TRAVEL

Groups that travel away from main camp are requested to leave an itinerary as well as a phone number that can be used for emergencies. A call should be made to Jumonville (724) 439-4912 when you are on the way back to camp if you suspect you may be late and that you will miss a scheduled meal. Please call the Jumonville office and let them know your plans as soon as you are aware that there is a problem. That will help our staff considerably. **Please do not transport any of your group participants in vehicles that are not designed for passengers (for example the back of a pick up truck).** Use extra special care and safety when transporting any of your group participants. If you have a cell phone, please leave the number in with the staff person on duty.

CHECK IN PROCEDURES

Upon arrival, please check in to let us know you are here. Weekend retreat groups typically check in at the Welcome Center and mid-week retreat groups normally check in at Fleming Lodge. Your lodging and meeting facilities are locked and you will need a key packet. Please let us know your accurate number of attendees and set a time to do your bill.

SUPERVISORY ISSUES

You are responsible for the actions of your group. Please be sure that there are not unsupervised guests in buildings during meals and that you are aware of where each guest is at all times. If you are a youth leader, we recommend a one to four counselor to guest ratio.

PHONES

When your group checks in, please leave any cell phone number that the leadership has available. This will enable the camp staff to contact your group with any messages that may come in for you. The main camp phone number is (724) 439-4912. Incoming calls may be taken at this number in the camp office, Welcome Center, or dining hall. Please ask persons not to call at serving time, but shortly after the meal begins.

FOR EXAMPLE: Lunch is served at 12:30 p.m. Have them call around 12:45 - 1:00 p.m.

If calls are made other than at meal times, a message will be passed on to you at the next meal unless it is an emergency. Make sure your caller knows the name of your event or your group. Our phone system allows

programmed local calls to be made from some of the camp phones. Operating procedures are posted by each phone. There is a phone available on the porch of the office. You will need a calling card to make long distance calls from this phone. Phone cards are available in the Welcome Center.

EMERGENCIES

First aid supplies are kept in the Health Room in Washington Lodge and a few other key locations around camp. If anyone in your group requires medical attention, contact the on duty Jumonville staff person. Emergency procedures are posted in the lounge of each cabin. They include guidelines for emergencies and a map to the nearest phone. Continuous ringing of the bell at Epworth Heights, the Welcome Center or Asbury Dining Hall is the signal for a fire or other emergency. Any violations of this rule will call for serious disciplinary action. **Please inform your campers and staff of this rule.** If any of these situations should arise, contact the on duty staff persons immediately. For assistance after hours, call 724-439-4912 or if your cabin has a camp phone, dial "10."

HEALTH CARE & INSURANCE

Please bring a parent's authorization for medical treatment for persons in the group that are under 18 years of age and do not have a parent or legal guardian with them. See "Medical Treatment" section below for a sample. Overnight groups are covered by their personal insurance first. Jumonville's insurance covers only deductibles. Day use groups are not covered by this insurance unless specific arrangements have been made in advance.

Snow sports coverage is available to overnight groups participating in skiing, tobogganing, or snow tubing at an additional cost. Advanced notice is required if you want this coverage for your group. You must contact the Jumonville office prior to your event, if you want this coverage.

MEDICAL TREATMENT

All persons under the age of 18 who are not accompanied by a parent must bring an authorization to camp for emergency medical treatment signed by a parent or legal guardian. Before securing medical treatment without a parent present, a signed authorization must be presented to the doctor or hospital.

Below is a sample form which may be copied or duplicated.

Be sure a parent signs the authorization and that it is brought to camp.

PARENT'S AUTHORIZATION

In the event I cannot be reached in an EMERGENCY, I hereby give my permission to the physician selected by the group leader or camp nurse to hospitalize, secure proper treatment for, and to order injection, anaesthesia or surgery for my child, _____.

Date _____ Signature _____
(parent or legal guardian)

SECURITY

Several factors relating to camp security need to be considered:

- 1) When you arrive, you will find your lodging and meeting facilities have been locked. You must come to the welcome center or office to obtain your keys. This keeps your areas secure and informs the on duty staff of your arrival.
- 2) We have a public road that goes directly through camp giving access to our grounds.
- 3) The public are permitted to "walk" the grounds as long as they were not abusive. (ie. alcohol, drugs, disruptive behavior...)
- 4) Due to liability with the public getting hurt on the Jumonville grounds, we must be careful how we state our rules regarding public use of our facilities. A "hard nose" approach with the "locals" will usually

result in vandalism to our property & facilities.

In light of that information, the following actions have been taken:

- A) An “information center” has been posted at the entranceway to Green Cathedral and at the bottom of the road to the Cross. These information centers contain general information about Jumonville and also a list of the following rules:

Only registered campers are permitted on the Jumonville grounds after sundown.

Alcoholic beverages are not permitted on the Jumonville grounds at any time.

If you must smoke, please exercise extreme caution in extinguishing your cigarettes.

Unauthorized vehicles, such as: motorcycles, snowmobiles, and ATV's, etc... are not permitted on the Jumonville grounds

- B) All cabins should be checked to make sure that curtains or blinds etc... are in place on all ground level bedroom or bathroom windows to eliminate any attraction for “peeping Toms.”

- C) Notification is placed in each cabin providing procedures to follow in emergency situations. This will include instructions to the nearest phone.

On occasion, some camps have used volunteers in the evenings to patrol the grounds and report any potential trouble. If you do confront a problem, please contact the camp site staff for assistance.

FOOD SERVICE

The majority of our guests use Asbury Dining Hall for their meals. A limited number of groups with special needs make other arrangements and do some or all of their own cooking. If your group has these special needs, please contact the Jumonville office to find out what facilities are available and current charges. Family style meals are served in Asbury Dining Hall. Groups will be charged for all meal reservations made unless canceled at least 12 hours before the first meal is served.

SUNDAY NOON MEAL IS A DINNER AND CHARGED AT THE DINNER RATE.

Please discourage your group members from taking food to their rooms as it attracts mice, ants, and other pests. We will not tolerate any sort of FOOD FIGHTS, eating contests, or any wasteful or childish behavior with food. The counselor sitting at the table should be in control and set the example. A minimum of one counselor should be assigned to sit at each table. This will help to eliminate most potential problems.

MEAL TIMES

Normal meal times are as follows:

Breakfast - 8:30 a.m.

Lunch - 12:30 p.m.

Dinner - 5:30 p.m.

Sunday Lunch - 12:00 p.m.

If it is critical to your program that you have meals at other times, please contact the Jumonville office so we can check to see if it is at all possible. We will do our best to accommodate you but we need to have all groups in camp at the same time eating their meals at the same time.

SPECIAL DIETS

It is best if our food service staff is notified at least one week ahead, but if you haven't done so, inform the Jumonville Staff or Dining Room Hostess as soon as you arrive. It is very difficult for us to help you if we don't find out until meal time.

TABLE SETTER

One table setter for each table of eight should report to the dining hall at first bell, 10 or 15 minutes before each meal (no earlier please). This person serves as “server” for seconds.

DINING ROOM PROCEDURES

Rules of the Dining Hall and clean up instructions are displayed on the video screen between the in and out doors in the dining hall. These rules will also be explained by the Dining Room Hostess at your first meal. Please encourage your group to follow these procedures so that things run smoothly.

1. Return all serving dishes to the kitchen. Take only two at a time and do not stack them. Also return pitchers, condiments, butter, etc... SALT & PEPPER, stay on the table.
2. Collect silverware and serving spoons into white containers on the tables.

3. Scrape off and then stack plates and bowls together. Collect glasses, cups, and dirty dishes and take them to the dishroom window for washing. Don't leave any glasses, cups, or dishes on the table even if they are clean. They must all be washed every meal.
4. Get a can of soapy water from the table by the dishroom window, wipe off your table and return the can. Please do not wipe the crumbs onto the floor.

THERE SHOULD BE AT LEAST ONE COUNSELOR SITTING AT EACH TABLE DURING EVERY MEAL. This will help greatly with any potential discipline problems.

SNACKS

Your group is welcome to bring your own snacks. Some refrigeration is available. Coke machines are available in the vending room. If you choose to have our kitchen prepare your snack, we can do that for a per person charge. These arrangements must be made at least 3 days prior to your event. Some examples of snacks are: popcorn and pop, cookies and punch, klondikes, chips and pop, cheese and crackers and punch, fresh fruit and punch, etc...

Evening snacks should be picked up at the kitchen after the dinner meal. All snack utensils must be returned in good, clean condition to the dining room at breakfast the next morning.

COMMUNION ELEMENTS

Communion elements should be picked up in the kitchen at the meal prior to the event. Please notify the kitchen or the Jumonville office staff at least 24 hours in advance of your service. Specify whether you want common cup or individual cup when placing your order.

WELCOME CENTER HOURS

The Welcome Center will normally be open on Saturday from 9:30-12, 1-5 and 6-8 and on Sunday from 9:30-11:45. (Hours will vary during the summer months.) The Welcome Center carries imprinted clothes, post cards, candy, etc...

SPORTS EQUIPMENT

Sports equipment can be acquired from the office at no additional charge. A specific inventory of equipment is available by contacting the office in advance of your event. If you are counting on specific equipment, please check in advance. Typical inventory consists of: basketballs, footballs, soccer balls, volleyballs, softballs and bats, archery equipment, etc...

SWIMMING POOL

The camp pool is only open between Memorial Day and Labor Day. If your retreat falls between these dates, contact the Jumonville office if you would like to make arrangements for your group to swim. We need to make sure that we can secure the necessary lifeguards.

CHALLENGE/ROPES COURSE

A challenge/ropes course is available on the grounds at Jumonville. Information sheets are available that explain the various adventure options that may be available for your group. The Low Elements Teambuilding Course and the Adventure Center are both very popular options. Due to their popularity, it is necessary that you schedule your times so that you don't have any conflicts with other groups.

Please notify us at least two weeks in advance (1 month is better) if you would like a staff person to help with your group. **If you have had no training in using the challenge/ropes course, you must have a trained staff member accompany your group.** A charge is made for groups using the course. Check the Jumonville office for current rates.

For those unfamiliar with a challenge/ropes course, it is a series of outdoor initiatives designed to get groups to work together as a team. There are both group and individual initiatives in Jumonville's course and there are both low and high elements. Groups are generally subdivided into smaller groups of 10 to 15 each. If you are interested in becoming a certified instructor for the Challenge Ropes Course, or want additional information on program possibilities, contact the Jumonville office.

ADVENTURE CENTER

Jumonville has an indoor adventure program area. There are several options for activities. If this is of interest to you, please contact the Jumonville office.

WINTER SPORTS REGULATIONS

Sled riding and tobogganing is limited to the area below the Bishop's Cabins, in front of Wesley Hall, and a designated area above the dining hall (on the hillside coming down from Epworth Heights). It is not permitted on the Cross hill. Cross Country skiing is permitted on the trails and other designated areas. Ice skating is NOT permitted on the ponds in Green Cathedral. Notify the Camp office if you are planning on any of these activities so that you are covered with the proper insurance.

Snow sports coverage is available to overnight groups participating in skiing, tobogganing, or snow tubing at an additional cost. Advance notice is required if you want this coverage for your group.

AUDIO VISUAL EQUIPMENT

If you need any equipment such as PA systems, A/V equipment, etc., please make your requests as far in advance as possible to help eliminate scheduling conflicts. We usually have on site: overhead projectors, TV's, VHS video tape players, DVD players, video projectors, a karaoke machine, write-on boards, flip charts, podiums, screens, etc...

SPECIAL EVENTS

Please let the Jumonville office staff know your schedule in advance (especially if you are planning campfires, concerts, speakers, or chapel services) so that conflicts with other groups can be avoided. Also, if you'd like to use Green Cathedral, Wesley Hall, or Straughn Amphitheater, please make arrangements in advance.

We can serve you better when we have at least 24 hours notice for preparation time. Example: communion elements, microphones, kerosene for campfires, etc. A Jumonville staff member should check with you during each meal to find out specific needs that you may have. He/She will be the central liaison between your retreat group and the Jumonville site staff. **IF YOU PLAN TO USE WESLEY HALL FOR A CONCERT THAT NEEDS SPECIAL ELECTRICAL REQUIREMENTS**, contact the J'ville office for details.

CAMPFIRES

We have limited space for campfires, so we ask that you make your requests in advance so conflicts can be worked out in a fair arrangement for all. There are 4 approved areas: Upper Edge of the World, Lower Edge of the World, Roadside (hairpin turn on the road to the cross), and Green Cathedral (on the way down the trail). Weekend groups are entitled to one free campfire. Additional campfires will be charged at \$10/fire. Kerosene is provided for groups that would like assistance in lighting campfires. Gasoline and other flammable liquids should never be used to help start fires. Please monitor campfires at all times while lit and make sure it is completely extinguished before leaving it. Do not let it "just burn out."

CHAPEL CROSSING

If you are planning to use the chapel in the evening, we have a safety aid for your use. A blinking light is mounted on the pole beside the parking lot above the chapel to warn oncoming cars while your group is crossing the road. We do not have the right to stop traffic on the Jumonville Road. Cars have the right of way. Stop the campers, not the cars! Take the extra time to use the blinker. It could prevent a disaster!

FURNITURE

Please do not move any pianos or furniture. This includes beds, couches, ping pong tables, etc. Mattresses are not to be removed from beds and placed on the floor without permission.

Please return all chairs to their original place before you leave. Also return snack/communion supplies to the kitchen. Please be considerate of those who follow you and leave the area in the same or better condition than you found it.

DAMAGES & REPAIRS

Each retreat leader is responsible to inform their own participants of their responsibilities for the care of all facilities and equipment and to immediately report any broken or damaged equipment or facilities to the on-duty Jumonville staff member. This includes both accidental and intentional (vandalism) damages.

When damage occurs, the following policy will prevail:

1. If damage is repairable, repair costs will be charged to the responsible parties. If damage cannot be repaired, reimbursement shall be determined by depreciation value as established by the Jumonville staff.
2. If the damage is the result of individual carelessness and/or horse play, the retreat leader and the Director of Guest Services shall investigate and evaluate all of the aspects and nuances of the action to determine the responsibility and ability of the individual or group to handle the repairs and/or replacement. The decision of the retreat leader and the Director of Guest Services shall be final.
3. If the damage is caused by malicious or willful intent, full responsibility for replacement is expected from the individual or group involved, and if reimbursement is not received the matter shall be reported to the Jumonville Board Finance Committee for evaluation and further attempts to obtain reimbursement or some other decision concerning reimbursement to the camp.

Any equipment not functioning properly should also be reported so the maintenance staff can be notified. Remember we can only fix what we know is broken.

DISCIPLINE

The President should be promptly informed of any campers to be sent home for health or disciplinary reasons. Remember, DON'T SAY IT IF YOU AREN'T WILLING TO BACK IT UP!

WHILE YOU ARE HERE...

While at Jumonville guests are expected to demonstrate respect for the

- . . **human environment**, by being considerate of the needs, feelings and rights of other persons on the grounds and in the residential community. We encourage and request a reasonable curfew for all groups. Suggestion 11:30 PM or earlier in summer and midnight or earlier during the rest of the year.
- . . . **natural environment**, by protecting the plant and animal life in the area, and by keeping the grounds free of litter.
- . . . **constructed environment**, by refraining from any behavior which might damage or deface the buildings, facilities or equipment at Jumonville. In order to conserve energy, we desire and request each of the group leaders help to keep all windows and doors closed during the heating season. This especially applies for meeting rooms at the end of each day before retiring. We appreciate your cooperation!

Upon arrival, the group leader should inspect the facilities and notify the on-duty Jumonville staff person of any damages or items that need attention so that your group is not held responsible.

CLEAN-UP

The rooms should be kept in a clean and presentable manner throughout your visit. Our housekeeping staff will clean your rooms after you leave. We sometimes have the entire camp to clean in less than 24 hours

so your cooperation will be greatly appreciated by our staff. Please make sure trash is placed in proper receptacles, that chairs are returned to where you found them upon arrival and that all sports equipment is returned to the office. Communion supplies should be returned to the kitchen.

It is possible that we may request your group to have your rooms cleared of all personal belongings and placed on the porch of your cabin before breakfast on the day you are leaving. The central lounge areas may be used in case of rain. This is sometimes necessary to enable our housekeeping staff to properly clean the rooms before the next group arrives.

LOST AND FOUND

Review all lost and found items on the last day of your retreat. The retreat leader should check all rooms before the last meal if possible. Lost and found items will be kept at camp for a minimum of 1 month before giving to the Salvation Army or Goodwill. A card file is kept in the Jumonville office for the purpose of keeping track of lost and found items. Loss or damage to personal property is NOT covered by our insurance. Valuables and money should not be brought to camp.

NO-NO LIST

Smoking is not permitted inside of any building and should be discouraged on the grounds. Alcoholic beverages, illegal drugs, firearms and ammunitions, explosives, and poisonous substances are not permitted in the camp at any time.

WE WOULD APPRECIATE YOU TELLING YOUR CAMPERS NOT TO BRING RADIOS, IPODS, ETC. FOR PERSONAL USE ON CAMP. These items are fine for program activities, but we would prefer they be limited to that use only. Pets are also prohibited on camp property. Special permission from the Jumonville office staff must be given prior to arrival to bring hand and/or power tools and firearms & ammunition on site.

MONEY MATTERS

Some groups find it helpful to plan fund raising events to help reduce the cost to individuals who are planning to attend the event. Some groups have even done a series of fundraisers & have covered the total cost of the retreat without any personal payment. Car washes, church dinners, and candy sales are some of the more popular events. A limited amount of financial aid may also be available for specific individuals or groups in need of assistance. Forms are available by contacting the Jumonville office.

PAYMENT OF YOUR BILL

When you and your group arrive, please check with the on-duty Jumonville staff person. We then know that you have arrived safely, we can confirm your correct numbers for meals and for billing purposes and we will then schedule a time to finalize your bill. **We request that your group pay with one check that is made payable to “Jumonville.”** Please be advised that there will be a service charge of \$25.00 on all checks returned for “insufficient funds.”

COMMITMENT TO CHRIST

Jumonville is a place where many persons have made a commitment in their life to follow Jesus the Christ. We would encourage your leadership to provide an opportunity for persons to make a commitment to Christ. This could be done in a formal service of worship, a small group sharing session, one-on-one counseling, in a quiet time of prayer, or in cabin devotions. We believe it is important that you follow up with those who have made a decision.

EVALUATION FORMS

At the conclusion of your stay you will be asked to complete an evaluation form which will help us to evaluate our service to you. The results of these evaluations are very important to our staff. This is the best way we have to upgrade our service and better perform our “Ministry of Hospitality.” Please feel free to share

suggestions for improvements. It is only through your feedback and input that we are aware of what is most and least helpful. Your extra effort to keep us informed of these areas will be a great help. Also, **please don't wait until the end of your stay to tell us about a problem that you have had during your visit.** We can only help if we are aware of the situation.

YOUR OWN NOTES

I have requested the following arrangements:

Our retreat date is _____.

I have guaranteed _____ people for our minimum number.

Our maximum number based on our lodging assignment is _____.

Lodging areas assigned to our group:

Meeting area requested and assigned:

Snacks:

A/V equipment:

Sports Equipment:

Challenge/Ropes Course Use:

Communion requests:

Campfire requests:

Advertising: Camp poster available upon request

In-house brochure requiring advance deposit