





2025 PASSPORT Group Leader Information

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You're Registered! Now What?

DURING THE SPRING

-  **Make ALL Registration Changes by May 1 (Final Payment Deadline)**
Request 3X or 4X T-shirts, modify your registrant numbers, update any group or individual information, and pre-order optional items as available.
-  **Note any Special Attention requests as soon as you are able**
Alert us by completing the Special Attention box in your group's [registration](#) of any dietary, housing, or Bible Study-affecting requests in advance. With advance notice, our campuses can handle most special dietary needs.
-  **Download promotional materials to get your campers excited for camp!**
-  **Host a parent and camp planning meeting (1-3 months before camp)**
 - See [Camp Planning Meeting](#) document for ideas!
 - Share the [Camp Essentials & Camp Packing List](#) so parents know what to expect.

- Have parents complete PASSPORT's Medical Release Form (see your link in email)
- Determine if your group will submit any acts for the Variety Show! (Submission instructions in Theme Details section – page 4)
- Plan your group's costumes for the Dance
- Prepare parents for Digital Sabbath at camp (details on page 8)

REGISTRATION POLICIES RECAP

Payments: You may add to your registration anytime if there is still space. All payments are non-refundable; therefore, all drops result in the forfeiture of prior payments. The final balance is due by check or credit card (with added 2.9% processing fee) by May 1. Access registration any time at <https://registration.passportcamps.org/>

Visitors at camp: Notify us in writing (reg@passportcamps.org) before May 1 about any guests at camp – a pastor visit or an underage child at camp. Ministers are welcome to visit while you're at camp as long as they are included in the screening certificate and Passport is notified by May 1. Pricing for meals and overnight guests varies by location. Underage children or babies may attend as long as space allows and someone is available to supervise them during camp programming. Please call to discuss guidelines, waivers, and any applicable fees with our team.

See full registration policies here: <https://passportcamps.org/registration-policies>. If you have any questions about registration, please call us at 1-800-769-0210 or email reg@passportcamps.org

CAMP SCHOLARSHIPS

Scholarships are available for churches to assist students in their congregation who demonstrate significant financial need to help make attending camp a reality for them. The application is open until April 5th. Applications received after the deadline may be considered with any funds remaining. For more information and to fill out an application, visit <https://passportcamps.org/camp-scholarships>

2025 PASSPORT Program

PASSPORTmissions CAMP SCHEDULE

Opening Day		5:00 pm	Dinner
2:00 pm	Check-In	6:30 pm	Worship
4:00 pm	Campus Tour (optional)	8:30 pm	Dance Party
5:00 pm	Dinner	9:30 pm	Church Group Devotions
6:30 pm	Opening Celebration	11:00 pm	Lights Out
7:30 pm	Opening Night Bible Study		
	Opening Night Adult Orientation	Day 3	
9:00 pm	Vespers	8:00 am	Breakfast
9:30 pm	Church Group Devotions	9:00 am	Morning Devotion
11:00 pm	Lights Out	9:30 am	Morning Celebration
		10:15 am	Youth Bible Study
Day 1			Adult Meeting
8:00 am	Breakfast	11:30 am	Lunch
9:00 am	Morning Devotion	12:15 pm	Mission Projects
9:30 am	Morning Celebration	3:30 pm	Volleyball Tournament
10:15 am	Youth Bible Study	5:00 pm	Dinner
	Adult Meeting	6:30 pm	Worship
11:30 am	Lunch	7:30 pm	Church Group Devotions
12:15 pm	Mission Projects	9:00 pm	Variety Show
3:00 pm	Free Time	11:00 pm	Lights Out
5:00 pm	Dinner		
6:30 pm	Rec Party	Closing Day	
8:30 pm	Worship	8:00 am	Breakfast
9:30 pm	Church Group Devotions		Checkout
11:00 pm	Lights Out		Morning Devotion
		9:15 am	Youth Bible Study
Day 2			Adult Evaluations
8:00 am	Breakfast	10:15 am	Closing Celebration
9:00 am	Morning Devotion	11:00 am	Church Groups Depart
9:30 am	Morning Celebration		
10:15 am	Youth Bible Study		
	Adult Meeting		
11:30 am	Lunch		
12:15 pm	Mission Projects		
3:30 pm	Free Time		

THEME DETAILS

Camp Theme: *Wide Open Spaces*

THEME VERSE:

[God] stood me up in wide-open spaces; I stood there saved—surprised to be loved! Psalm 18:19a (CEB), 18:19b (MSG)

DAILY THEMES:

Day 1—***Space to WELCOME***

Day 2—***Space to WONDER***

Day 3—***Space to ACT***

Day 4—***Space to DANCE***

Youth Camp Parties

Night 1 – Passport’s Field Day Rec Party

Join us in the wide open spaces for PASSPORT's 2025 Field Day Rec Party. Passport's going back to school this summer to play all your favorite field day games but with a few twists and turns! Grab your closed-toe shoes, wear your Bible Study group colors (Red, Green, or Blue), and don't forget to have fun!

Night 2 – Cosmic Cow Neon Glow Dance Party

Do you want to know what it looks like for a cow to get pulled into space by a UFO? Come hang out and dance the night away at PASSPORT's 2025 Cosmic Cow Neon Glow Dance party, and you might just find out what we are talking about! *Costume ideas may include bright neon colors, cows, or your best alien/space costume.*

Night 3 – PASSPORT Open Mic Night

Join us for a night under the cafe lights at PASSPORT's Open Mic Night Variety Show. Campers are invited to showcase their many talents at this Coffeehouse-inspired chill, laid-back Variety Show. *Campers who wish to participate must perform their act in costume at the Variety Show Screenings on Day Two during Free Time. Group acts will be given top priority.*

PROGRAM DETAILS

Youth Bible Study

Every day at PASSPORT, your campers will be sharing in Bible Study Groups. PASSPORT staff will balance groups with campers from other groups; this allows for fresh ideas and perspectives to flourish, as well as for campers to see the larger family of God.

- **Please be sure EVERY camper comes to Bible Study with their own Bible, passport, and a writing utensil.**
- If you have any special requests, you can let us know in our registration system or at check-in, and we will do our best to accommodate you.
- We welcome an adult from your group to shadow a student who may require extra support or attention.
- **CHANGE THIS YEAR:** Groups will not be age-divided for Bible Study. This allows older youth to take leadership roles, creating different voices to be heard within this blended age group.

Mission Offering

An aging population and a low birth rate have led to a steadily decreasing Japanese population. Immigrant workers are needed to help sustain the Japanese economy. We will learn about the work of CBF Field Personnel Carson and Laura Foushee who believe the Church can become a place to welcome foreign residents who now call Japan home.

Mission Projects

Mission Projects vary by location and week and may include painting, scraping, cleaning the homes and yards of senior citizens; projects with local service agencies

like community food banks or Habitat for Humanity; or providing educational and recreational programs to disadvantaged children. The Bible Study Leader will oversee and direct each mission project. Group Leaders and chaperones will be assigned to a Bible Study Group for missions time and will provide oversight, discipline, and monitor safety in coordination with the Bible Study Leader.

Closed-toe shoes and shirts with sleeves (no tank tops) are required for Mission Sites. Be sure that students bring clothes and shoes that can get dirty on site. Many sites call for paint and cleaning materials that could soil or damage clothing and shoes.

All adults will sign up for a project and be expected to help supervise at their mission site. Adults will go to the same site with a Bible Study group each day so that relationships can be formed. This supervision may be as simple as helping pass out water to campers or as careful as making sure the campers are being safe with the paint, tools, ladders, etc. There will always be a PASSPORT *missions* staffer directing the project, but she or he will be counting on the adults to be extra eyes, ears, and examples. Please help your adults know their role before camp. The focus for chaperones will always be maintaining safety and helping the Bible Study Leader manage the site, not on completing hands-on mission work.

Free Time Options

CHANGE THIS YEAR: In our over-programmed world, true free time is scarce! This year at Passport, we will experience the freedom of Wide Open Spaces. We'll have a designated meet up spot and a variety of supplies available for campers (board games, crafts, sports equipment, etc.). Start a pickup game of Ultimate Frisbee, make a friendship bracelet, sit and have that conversation with a friend, or just take a walk and enjoy a quiet moment.

Your Location

Pre-Camp Contact	James Blay · james@passportcamps.org 800-769-0210 · Mon-Fri 8-4 CDT Passport, Inc. 3421 Sierra Dr, Birmingham, AL 35216
At Camp Contact	Camp Office opens May 26 missions@passportcamps.org · 205-588-6948
Camper Mail To ensure delivery – MAIL EARLY!	Camper Name, Church/Group Name PASSPORT <i>missions</i> at Berea College CPO 2137 Berea, KY 40404
Important Times (EST)	Check-In 2:00-4:00 pm Opening Celebration 6:30 pm (Opening Day) Room Checkout 8:00 am (Day 4) Camp Ends 11:00 am (Day 4)
Housing	Stay in air-conditioned dorm rooms with two twin beds per room and a hall bath. Bring your own pillow, towels, and bed linens (twin XL sheets or sleeping bags). There is 24-hour campus security. Berea imposes a \$25 lost keycard fee, subject to change.
Locations Links	Packing List Campus Map

Let's Get Ready!

GETTING TO CAMP

Two weeks before camp

Two weeks before camp check-in, each church's Group Leader will receive an email reminder to submit their [Rooming & T-Shirt Form](#).

- Review our Safe Harbor Policy (page 8) and plan your rooming before arrival.
- Requests for private rooms may incur an additional fee and can only be fulfilled if space is available.
- Once the Passport National Office receives your group's form, we will begin making room assignments and further preparations to welcome your group at camp.

Group Leaders can also prepare in other ways:

- Confirm Medical Release forms have been completed for all group members

- Ensure you have completed background checks on each adult in the past 3 years (1 year for Texas) and prepare the [Chaperone Screening Certificate](#) to submit at check-in (paper form; signatures required)
- Prepare other site-specific paper forms (per location, as needed)
 - Note: Berea College and Valley Retreat Center require additional forms.

Check-In is from 2:00 pm - 4:00 pm

As you pull out of the church parking lot, please have an adult call or text **(205) 588-6948** to inform the camp staff of any changes to your group's counts, rooming lists, or shirt sizes.

The Check-In location is indicated on the campus map. Look for Passport flags on campus and staff to welcome you. Make sure you have your check-in forms ready when you arrive.

If you are running late: please call the camp office at **(205) 588-6948** during check-in hours and tell them when to expect you. We will be ready for you when you arrive if we have all your final numbers. Late groups may be asked to wait until the end of the Opening Celebration to complete the Check-In process and move in.

At Check-In, you will receive:

- Room keys (lost key fees may apply)
- Passports (serves as a camp guidebook, meal ticket, & campus ID)
- Printed instructions & resources to get you through the first day (for you and your chaperones)
- Theme t-shirts (based on the sizes you requested in the Rooming & T-Shirt Form – wear these to Opening Celebration)

ADULTS AT CAMP

Who is the Group Leader?

The Group Leader is the lead chaperone, responsible for the camp registration and participants.

Who is a chaperone?

Chaperones must be at least 20 years old at camp and be one year past their high school graduation. All chaperones driving vehicles at camp must be at least 21 years old. The chaperone-to-camper ratio in each group must be at least one chaperone per six campers of the same gender. Please share the [chaperone handout](#) with them before coming to camp.

What all adults need to know

A CHAPERONE OR GROUP LEADER WILL NEED TO DRIVE CHURCH VEHICLES TO MISSION SITES.

Church vehicles are needed for transporting your youth from campus to their mission projects. If you are flying, taking the train, or chartering a bus, you must have transportation at camp. For those chartering a bus, those buses will take groups to mission projects. Be sure to set up those times with your charter service. In addition to transporting youth, you will be carrying supplies in your vehicles, possibly including ladders. You may wish to bring supplies to protect your seats if students get dirty on mission sites.

CHAPERONES AND GROUP LEADERS MUST SUPERVISE THEIR YOUTH DURING AFTERNOON FREE TIME.

The Passport staff will arrange for a variety of supplies for campers to engage in games and crafts during Free Time, but they will not lead or supervise the youth during this time. To avoid any behavior that undermines the safety and overall experience of campers, adults should be a supervising presence during this time. Adults should know where their campers are and what they are doing during the free time hours.

UNDERSTAND PASSPORT'S SAFE HARBOR POLICY

Passport requires a background check to be completed for every adult attending camp. Any official statewide background check you have conducted within the past three years is acceptable (a yearly check is required for Texas). A ministerial staff member of your church must sign the certificate to be presented when your group arrives at camp for Check-In.

Passport Inc.'s Rooming Policy regarding Adult/Minor Rooming requires that an adult cannot sleep in the same room alone with a minor unless that adult is the parent or legal guardian of the minor. In lodging with multiple beds, we will arrange for at least two adults who are not married or related to stay with multiple minors as space allows. This may occasionally necessitate placing more than one group in an apartment or dorm suite. If there are separate bedrooms, an adult will be given their own room or may share with another adult.

In the event that your group's policy is stricter than this, Passport, Inc. will follow your policy to the best of our ability. Special rooming requests may require additional payment based on single room costs from our host facilities. Please email your request to us at reg@passportcamps.org.

UNDERSTAND PASSPORT'S DIGITAL SABBATH FOR CAMPERS

We ask your campers to turn their cell phones and other digital devices over to the Group Leader before the Opening Night of camp. Devices may be returned on the final morning of camp. We believe that your campers will be surprised at how much they benefit from being disconnected. Some Group Leaders choose to allow limited windows of time every few days to "call home." This is up to you. Though we do not recommend this, we will allow it as long as campers do not have devices at any other time and their phones are only used in their dorm.

FOR CHAPERONES

The Digital Sabbath will be easier on your students if they see all Group Leaders and chaperones restraining their use of devices as well. We understand that there will be moments adults may need to use their phones for purposes other than taking photos. We ask that adults use their phones out of the sight of campers whenever feasible. Adults are permitted to have cell phones and other electronic devices, though wireless availability varies by campus, and we ask that you use them with discretion. Camp events may not be streamed live.

FOR PARENTS

To help us enforce this rule: talk openly about this Digital Sabbath with your parents, as sometimes the parents want that daily connectedness to their students. Assure parents that they will be quickly notified and be able to speak to their students if there is an emergency.

CAMP RULES AND GUIDELINES

Campers and adults should dress appropriately—as defined by the camper’s parent/guardian and church Group Leader—the entire week of camp. Please consider these guidelines, as the Group Leaders are responsible for monitoring their own group’s clothing:

- No clothing with inappropriate language or advertising is allowed.
- Clothing should not make fun of, belittle, or demean another person or culture.
- Shirts with sleeves & closed-toe tennis shoes are required for Missions Projects.
- Bring some clothes that can get messy and closed-toe shoes for Rec Party and other various games or activities.
- Both one-piece and two-piece bathing suits are allowed at camp.

Camp Rules

- Participate fully in the camp schedule.
- Stay in my room after curfew.
- Stay on campus unless I have permission to leave.
- Do not enter someone else’s room or cabin.
- Participate in a Digital Sabbath by not using personal electronic devices.
- Have fun!

Camp Covenant

This week at PASSPORT, we will be a community who cares for everyone. We will speak and act with kindness and respect to each person we meet.

CAMP FORMS

Medical Release Forms

Everyone attending camp must complete Passport’s Medical Release Form. If anyone in your group arrives at camp without a completed form, they will not be allowed to participate in camp activities until one is submitted online. We

recommend Group Leaders have a printed copy for each camper in case of emergencies, but if your church has a separate form, you may print and bring that instead.

DETAILS FOR GROUP LEADERS:

- An email will be sent from reg@passportcamps.org with a unique link for your church group. Note: this link will be different for each of your youth or kids program registrations.
- Send the link to your chaperones and camper parents/guardians or have everyone fill it out at your parent meeting - make sure parents bring their medical insurance information and doctor's address to complete the form.
- You and the person completing the form will receive a copy of each participant's medical release forms. Keep track of whose forms you have/haven't received.

Forms to Bring to Check-In

The following documents will be requested in paper form when you arrive at check-in:

- Chaperone Screening Certificate
- Required Location-Specific Forms
 - Berea College: in addition to Passport's Online Release Form, Berea College requires group leaders to bring paper copies of their required forms:
 - [Berea College Student Liability Form](#)
 - [Berea College Adult Liability Form](#)

Group Leader Packing List

In addition to the Camp Packing List items –Group Leaders should bring:

- All Required [Check-In Forms](#)
- A container to store collected cell phones (see: Digital Sabbath)
- A backpack or duffel bag to carry supplies around campus with you
- Pens and pencils for your group
- Supplies for your Church Group Devotions (will be emailed in late Spring)
- Portable First Aid Kit for minor injuries
- A supply of medication for headaches or (motion) sickness, as allowed by your church
- Insect repellent and sunscreen
- Cooler(s) for snacks and bottled water
- Fans for stuffy dorm rooms or white noise
- Trash bags for general group use and individual rooms or covering seats
- Laundry detergent and quarters for coin-operated laundry machines (if needed)
- Sensory care items for your campers as needed
- Paper towels, tissues, and Lysol

Do Not Bring

Fireworks; extra shaving cream; water balloons; tobacco products/vapes; illegal drugs; alcohol; weapons, etc.

Please note: Churches will be held responsible for property damage and/or cleanup costs incurred.

Students **may not bring** clothing, hats, flags, posters, or other room decorations that could be seen as divisive, inflammatory, or offensive by others.