





2025 PASSPORTkids 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 Variety Show (Even if you don't submit an act)
- 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 will be considered with any funds remaining. For more information and to fill out an application, visit <https://passportcamps.org/camp-scholarships>

2025 PASSPORTkids Program

KIDS CAMP SCHEDULE

Opening Day

12:00 pm Camp Check-In
 Church Group Free Time*
 3:00 Opening Celebration
 3:50 Walk to Bible Study Room
 4:00 Camper Bible Study
 Adult Meeting
 5:30 Dinner
 6:15 Camper Worship Prep
 6:30 Worship
 7:30 Rec Party
 8:30 Church Group Devotions
 10:00 Camper Bedtime/Lights Out

Day 2

7:30 am Breakfast
 8:30 Morning Devotion
 9:00 Morning Celebration
 9:30 Camper Bible Study
 Adult Meeting & Adult Devotion
 10:40 Meet at Check Point
 10:45 Camper Rotations
 11:50 Meet at Check Point
 12:00 pm Lunch
 1:10 Meet at Check Point
 1:15 Camper Rotations
 2:10 Meet at Check Point
 2:15 Free Time
 5:30 Dinner
 6:15 Camper Worship Prep
 6:30 Worship
 7:45 Night Market
 8:45 Church Group Devotions
 9:30 Campers return to Lodging
 10:00 Camper Bedtime/Lights Out

Day 3

7:30 am Breakfast
 8:30 Morning Devotion
 9:00 Morning Celebration
 9:30 Camper Bible Study
 Adult Meeting & Adult Devotion
 10:40 Meet at Check Point
 10:45 Camper Rotations
 11:50 Meet at Check Point
 12:00 pm Lunch
 1:10 Meet at Check Point
 1:15 Camper Rotations
 2:10 Meet at Check Point
 2:15 Free Time
 5:30 Dinner
 6:15 Camper Worship Prep
 6:30 Worship
 7:15 Church Group Devotions
 8:30 Variety Show
 9:30 Campers return to lodging
 10:00 Camper Bedtime/Lights Out

Day 4

7:30 am Breakfast
 Checkout
 8:30 Morning Devotion
 9:00 Morning Worship
 9:45 Camper Bible Study
 Adult Evaluation of Camp
 10:45 Closing Celebration
 11:15 Church Groups Depart

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—***Wide Open Spaces***

Day 2— ***Space to WELCOME***

Day 3— ***Space to ACT***

Day 4— ***Space to DANCE***



Kids 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 for 5th & 6th grade, Green for 3rd & 4th grade), and don’t forget to have fun!

Night 2 - Night Market

PASSPORTkids will wander through Night Market Japan learning about the food, the music and something called a Tanabata tree! It promises to be magical. *Campers will roam freely through the Night Market with their church group.*

Night 3 – PASSPORTkids Cosmic Cow Neon Glow Variety Show

On an ordinary night, a cow stood in the wide open space. With a burst of neon-colored lights and the whooshing of a spaceship, the cow has disappeared. Want to know what happened to the cow? Bring your best talents to the PASSPORTkids Cosmic Cow Neon Glow Variety Show to find out! This year, we invite campers to dress as a cow, in bright neon colors or their best space-themed outfit. *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

Kids Bible Study

At PASSPORTkids, your campers will be in Bible Study Groups together with students from other churches to dig deeper into the daily themes. This allows for fresh ideas and perspectives to flourish, as well as for campers to see the larger family of God. When you arrive, you will be given instructions at Check-In on how to distribute your campers among the spaces in Bible Study that your group has been assigned.

- Please be sure EVERY camper comes to Bible Study with their own Bible, passport, and a writing utensil.

- We welcome an adult from your group to shadow a student who may require extra support or attention.
- Assign an adult chaperone (not the Group Leader) to serve as a Bible Study Assistant.

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.

Camper Rotations at Kids Camp

Campers will choose between a selection of activities led by Passport Staff on Days 2 and 3 of Kids camp. Activities include various sports, capture the flag, crafts, indoor games, gaga ball, and worship arts. Additionally, every camper will participate in a mission education activity during one of their 4 Rotations.

Free Time at Kids Camp

Campers will have scheduled Free Time on Days 2 and 3 of camp to go to the Camp Store, swim (where a pool is available), play games, and rest. Our staff will lead various activities during free time, but Group Leaders and Chaperones are responsible for your campers during this time.

Your Location

Pre-Camp Contact	Natalie Andric-Chacko · natalie@passportcamps.org 800-769-0210 · Mon-Fri 8-4 CDT Passport, Inc. 3421 Sierra Dr, Birmingham, AL 35216
At Camp Contact	Camp Office opens June 2 kids@passportcamps.org · 205-588-6937
Camper Mail To ensure delivery – MAIL EARLY!	Camper Name, Church/Group Name PASSPORT <i>kids</i> at Montreat Assembly Inn 401 Assembly Drive Montreat, NC 28757
Important Times (EST)	Check-In 12:00-2:00 pm Opening Celebration 3:00 pm (opening day) Room Checkout 7:30 am (Day 4) Camp Ends 11:15 am (Day 4)
Housing	Groups stay in rooms and lodges of varying sizes and bed configurations. Some individuals staying in Assembly Inn may sleep on an air mattress provided by Montreat. Bed linens, pillows, and bath towels are provided by Montreat, but bring beach towels for swimming. All Assembly Inn rooms have air-conditioning, but some lodges do not. Groups may need to share a lodge. Montreat imposes a \$100 lost key fee, subject to change.
Location Details	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 & Heart of Texas require additional forms.

Check-In is from 12:00 pm-2:00 pm

As you pull out of the church parking lot, please have an adult call or text **(205) 588-6937** 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) 588-6937** 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 the following:

- 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 – 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 five campers of the same gender. Please share the [chaperone handout](#) with them before coming to camp.

What all adults need to know

CHAPERONES SHOULD BE READY TO HELP WITH CAMPER BIBLE STUDY

Each church should assign one adult to serve as the Bible Study Assistant alongside PASSPORT's Bible study leader. No preparation is needed, but they will assist the Bible Study Leader and offer help during several moments of Bible Study each day. Assistants

may also be called on to help with any campers who might need additional attention while in Bible Study. Chaperones may volunteer to be a Bible Study Assistant. Group Leaders may not, as they will need to attend Adult Meeting daily.

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 where there are 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 made 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 when 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.
- Closed-toe shoes and clothes that can get dirty at Rec Party and for games or activities.
- Both one-piece and two-piece bathing suits are allowed at camp.

Camp Rules

- Participate fully in all *PASSPORTkids* activities.
- Only go into my own room.
- Turn off all electronic devices like cell phones, computer games, and music players while at camp.
- Have fun!

Camp Covenant

This week at *PASSPORTkids*, we will be a community that 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. 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 parent/guardian will receive copies of each camper’s and chaperone’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

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 Bedtime Devotions and Worship Response (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
- 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

Firecrackers; 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.