

# Montreat Group Leader All Location Files

## Table of Contents

### **PASSPORTkids Planning and Preparation Documents**

Camp Planning Meeting	2
PASSPORTkids Glossary	3
Chaperone Handout	5
Six Fundraising Ideas	6

### **Location-Specific Detail Documents**

Camp Essentials Guide	7
Campus Map	10

### **Check-In Forms**

Special Attention Form	11
Chaperone Screening Certificate	12

# CAMP PLANNING MEETING

We recommend holding a camp-planning meeting at least 2 weeks before your departure date.

## Invitations

Announce your meeting. Invite the following individuals:

- Campers and their Parents/Guardians
- Adult Chaperones

## Medical Release Forms

Use this meeting to have parents fill out the Medical Release Form, or you can send out your Medical Release Form link ahead of time for parents to fill out before this meeting. Regardless, remind parents (and chaperones) to fill one out. A pdf copy of all completed forms for your group will be emailed to you.

## Meeting Time

Generally, a Camp Planning Meeting will last 20-40 minutes, depending on group size.

## Checklist

- Welcome/Introduction** Thank everyone for attending and share your excitement about this summer's camp. Be sure to introduce the adult chaperones, encouraging campers and parents/guardians to thank them.
- Camper Digital Sabbath** In detail, go over the Digital Sabbath policy. Assure parents you are available if they need to get in touch with their student.
- Distribute Handouts** Give the **Camp Essentials** to each family and **Chaperone Handout** to adult chaperones. Go over the basic information on the page, offer tips from your own experience, and discuss Variety Show opportunities, Mission Offering emphasis, etc. Emphasize the second set of shoes and clothes that can get wet for the Rec Party. Suggest that parents make 3 cash envelopes for their campers: mission offering, store, and travel meals.
- Go over Campus Info** Review the following information:
  - Campus Mailing Address
  - Emergency Phone #s (including your own)
  - Sheet sizes (although we encourage sleeping bags)Encourage parents/guardians to write notes for their campers and send them a day or two before your departure.
- Show the Passport Theme Video** Consider showing the Passport theme video, available at our website, [www.passportcamps.org/camp-promo](http://www.passportcamps.org/camp-promo). The video will build excitement among your campers!
- Q & A** Refer to your Group Leader Packet—you may find many answers here. If you cannot find something, feel free to contact us during the next workday. Be sure to give instructions about your departure and return.
- Collect Forms** Collect all forms at this time, along with any balance of the camp fee from each family.
- Pray**

## PASSPORTkids Glossary

**Adult Devotion** – Following Adult Meeting and a coffee break, Group Leaders and chaperones are invited to do a short devotion. These devotions can be completed individually, with your church's group of chaperones, or in a larger group facilitated in the auditorium by the Camp Director with time to interact and get to know adults from other churches.

**Adult Meeting** – a time of brief daily announcements following Morning Celebration. It is essential that at least one adult from each church is present to hear the daily camp announcements.

**Bible Study Assistant** – an adult who volunteers to assist in Camper Bible study – handing out supplies, supervising campers, assisting with bathroom breaks, and more. Bible study leaders will talk to assistants about needs and expectations on opening day. These assignments are made during camp check-in.

**Camper Bible Study** – led by Passport staff allowing campers to build community, have fresh encounters with scripture and learn more about the daily theme.

**Camp Check-in** – Upon arriving at camp, follow signs to meet with staffers to submit forms and receive T-shirts, Passport booklets, rooming assignments, and keys for housing.

**Camper Rotations** – Before and after lunch on Day 2 & 3, campers will have time to choose a morning and afternoon activity. Report to the camp checkpoint to participate in Camper's Choice. Activities include such things as basketball, soccer, dance, crafts, outdoor games, worship arts, and more. Every camper will also participate in a Missions Education activity during one of these four camper rotations

**Camp Store** – open during free time each day; the camp store offers PASSPORT apparel and accessories for purchase.

**Camper Worship Prep** – 30 minutes before worship in which campers who are participating in an element of worship – scripture reading, prayer, processional, etc. - can practice and pray with staff.

**Chaperone** – adults who attend camp to assist the Group Leader. Chaperones set an example for campers and are responsible for their supervision and safety whenever they are not under scheduled staff supervision. The camper to chaperone ratio is 5 to 1 to ensure camper safety and adequate supervision.

**Checkpoint** – a central gathering place for receiving campers and helping them to get to the next event

**Church Group Devotions** – At the end of the day, Group Leaders facilitate a response and reflection time. Passport will provide group leaders with a guide in the late Spring to lead campers in this conversation.

**Free Time** – unstructured time when campers can rest, hang out with their church group or participate in Passport provided activities (making bracelets, kickball, visiting the camp store, etc.). Though staff may lead activities, your group's adults are responsible for camper supervision during free time.

**Group Leader** – The adult in charge of your group at camp. This adult is responsible for your group's account, check-in forms, and has authority to enforce rules and guidelines for your group.

**Morning Celebration** – a 30-minute jump start to the camp day of silly songs, laughter, announcements, awards, and a brief challenge from the pastor before campers head off to Bible study.

**Morning Devotion** – scheduled time right after breakfast each day, there are prompts in the campers' passport booklet and the Group Leader will supervise campers as they work on their devotions independently

**Night Market** – a cultural immersion experience on Night 2 of camp. Campers will taste food, hear sounds and see sights from different countries connected to the mission focus.

**Opening Celebration** – a fun and informative introduction to camp. Learn the camp theme, meet the staff and get energized for the week ahead. Wear your camp T-shirt (received at check-in).

**Passport Booklet** – a resource for every camper and adult. Includes: camp schedule, camp rules, and pages for activities to do in morning devotions, worship, bible study, and other camp events. Campers should have these at all times and can take them home to help remember and reflect on what they have learned.

**Rec Party** – a series of large group games where Bible study groups compete against each other. Campers may wish to wear a t-shirt that corresponds to their Bible Study group color (green for 3<sup>rd</sup> and 4<sup>th</sup> graders, or red for 5<sup>th</sup> and 6<sup>th</sup> graders).

**Variety Show** – Night 3 event to celebrate camper talents and interests where campers can perform acts on stage. If time permits, a few minutes of dancing occurs at the end. This year groups are encouraged to dress up as a cow, in bright neon colors or their best space-themed outfit and cheer on their peers.

**Variety Show Screenings** – Acts should be no longer than two minutes and must be performed (in costume, if applicable) for screening during free time at camp. Group or individual acts are welcome.

# PASSPORTkids Chaperones

## What is a chaperone?

A chaperone is a responsible, supportive adult who helps the Group Leader manage and encourage students during their week of camp. Chaperones assist the Group Leader and participate fully in camp activities. Chaperones should also come ready to sign-up to help the summer team with various logistics through the session as needed.

## Volunteer Opportunities (Kids)

- Bible Study Assistant- provide support with classroom management, passing out supplies and assist leader as needed (Group Leaders can not volunteer for this)
- Rec Party- assist a Passport staffer with a game
- Rotations- upon receiving instructions from a Passport staffer, aid in the facilitation of the group activity (crafts, various sports, missions, indoor games, etc.)
- Night Market- assist a Passport staffer as needed in set up or facilitation of an activity

## Things to Keep in Mind

- Be a Mentor- listen, encourage, praise, direct and empower
- Help enforce the Digital sabbath
- Attend Adult Meeting each day to receive important daily announcements and sign up for volunteer opportunities
- Remind campers to bring Bible and pens to worship and Bible Study
- Help limit movement and talking during worship
- Keep an eye on students' health as it relates to extreme heat
- Supervise campers during Free Time
- Enforce students' thoughtfulness of others in dorms (noise, curfew, etc.)
- Make sure students are getting enough sleep.
- Enjoy quality time with your group!
- Take advantage of opportunities to learn and grow yourself! You'll be glad you did.

**Thank you for spending this week investing lives of children!**

# Six Fundraising Ideas



## Money tree

Set up a small, artificial tree or utilize a bulletin board and make your own in a visible space at the church. Provide and place envelopes on the tree branches, and inform people that they are encouraged to place money in the envelopes as they are led and attach it back to the tree branch. You may also pre-determine amounts for each envelope if you have a certain goal in mind.



## Parents Night Out

Plan a night where parents can bring their children for several hours to have a night off. Youth will plan and lead age appropriate activities for the kids. Determine a price to charge for services and advertise the sign-ups to parents.



## Dessert Auction

Have members of the congregation donate desserts of all kinds- cookies, cakes, pies, etc. The church then comes together for a simple meal during which a silent auction is held for all but a few of the desserts. For example, if you have 40 desserts donated, pull out 10 at the beginning for a live auction to be held toward the end of the evening.



## Dinner and Entertainment

Choose a weekend evening and involve youth in planning the menu, preparing the space and entertainment. During the entertainment portion, inform church members about camp and why it is important. You may even consider asking youth or children to perform acts for the talent show as entertainment! This model could also work as a Trivia Night and a meal.



## “Invest in our Youth”

Sell pieces of “stock” for \$10 each. (Unlimited number so people can “invest” as much as they wish. When you return from camp, have a special “stockholder” meeting where those who participated can interact with teens and hear them talk about their trip.



## Partner with a local restaurant

Several national restaurant chains will partner with you for fundraisers. Most Chick-fil-A stores will let you do a “Spirit Night” where you get a percentage of the sales that mention your church. Applebee’s will do a pancake fundraiser. They handle all the food and cleanup. You just promote it to get people there and you get a share of the proceeds. It’s worth an ask at some of your local restaurants. Many already have programs or will be willing to work with you.

**We'd love to know what your ideas!**  
**Feel free to share them with us at [info@passportcamps.org](mailto:info@passportcamps.org)**

# PASSPORT*kids*<sup>sm</sup>

## CAMP ESSENTIALS • Montreat Conference Center

---

Thank you for choosing to send your student to PASSPORT*kids* Camp. We spend our year planning a fun, safe, and life-changing week of interactive Bible Studies, Games, Worship, and Parties just for them. We take the job of shaping the faith of young people seriously, and the trust you have placed in PASSPORT is never taken for granted.

### 2026 PASSPORT KIDS CAMP SCHEDULE

#### Day 1

12-2 Camp Check-In  
Church Group Free Time  
3:00 Opening Celebration  
3:50 Walk to Bible Study Room  
4:00 Bible Study  
Adult Orientation  
5:30 Dinner  
6:15 Camper Worship Prep  
6:30 Worship  
7:15 Break  
7:45 Rec Party  
8:45 Church Group Devotions  
9:30 Campers return to Lodging  
10:00 Camper Bedtime/Lights Out

#### Day 2

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

#### Day 3

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

#### Day 4

7:30 Breakfast/Checkout  
8:30 Morning Devotion  
9:00 Morning Worship  
9:45 Bible Study  
Adult Evaluations  
10:45 Closing Celebration  
11:15 Church Groups Depart

# IMPORTANT THINGS TO KNOW

## Food Allergies

Please ensure your group leader alerts us to special dietary needs in the Special Attention box on our registration website or by calling the national office at least two weeks before your session.

## 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.

## Cell Phones

Taking up the Biblical idea of rest, we invite our campers to join us for a week of Digital Sabbath. Campers will not be permitted to have cell phones or electronic devices during camp. Your group leader can plan the best platform for daily updates about your church group at camp.

## Camp Mail

Please mail early and include a return address. Mail that comes late will be marked "Return to Sender," but ONLY with a visible return address.

Camper Name, Church/Group Name  
PASSPORTkids at Montreat Assembly Inn  
401 Assembly Drive  
Montreat, NC 28757

## Camp Office Info

The Camp Office opens May 31, and the phone number is 205-588-6937. Please use the Camp Office number for emergencies only! All other communication with your group should be done through your church group leader. Thanks.

## Mission Offering

This summer, Passport campers will learn about children and families living in extreme poverty and how God is already at work bringing hope. We'll explore the story of one community just outside Mexico City. The camp offering is collected on the final night of Worship.

## Variety Show

Step onto the stage for a night of rhyme and wonder at our PASSPORTkids Green Eggs and Jammies Variety Show! Wear your PJs and showcase your talents on stage. From Lorax-level laughs to Cat in the Hat-style acts, it's a night of fun you won't want to nap through! This year, we invite campers to dress in their coziest and most camp-appropriate pajamas or their favorite Dr. Seuss characters. *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.*

## Camp Photos & Family Conversation Starters

Have you wondered what a week of camp looks like? On the last day of your child's camp session, you will receive an email with a link to view photos from their week at Passport. And, in early August, you will receive an email with a Back2School conversation starter to use with your family to kick off the new school year.

## Packing List

### Clothes

- T-shirts
- Shorts
- Jacket/Sweater
- Swimsuit
- Closed-toe shoes (required for Rec Party)
- Costume for the Variety Show

### Toiletries

- Soap (for sink and shower)
- Shampoo/conditioner
- Deodorant
- Toothbrush and toothpaste
- Other personal hygiene items

### Towels and Linens

- Bring a beach towel for swimming
- NOTE: Montreat will provide bed linens, pillows, and bath towels.

### Other Items

- Bible (write name & church inside!)
- Pen or pencil
- Sunscreen
- Hat
- Bug repellent
- Flashlight
- Water bottle (a must!)
- Money for mission offering (optional)
- Money for the camp store (optional)
- Hand sanitizer
- Alarm clock or watch (Group Leaders will take up phones)
- Any sensory care items your camper may require

TIP: If packing something that must not get lost or left behind (like a Bible), please write a first & last name on it somewhere!

Adding the city and church name is very helpful too.

## Do Not Bring

- Fireworks, extra shaving cream, water balloons, tobacco products, vapes, illegal drugs, alcohol, firearms—all the usual no-nos. 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.
- We ask that all electronics be switched off and put away while at camp to observe our Digital Sabbath rule designed to allow campers to focus on God, camp, relationships, and themselves—not games or music.

## Dress Guidelines

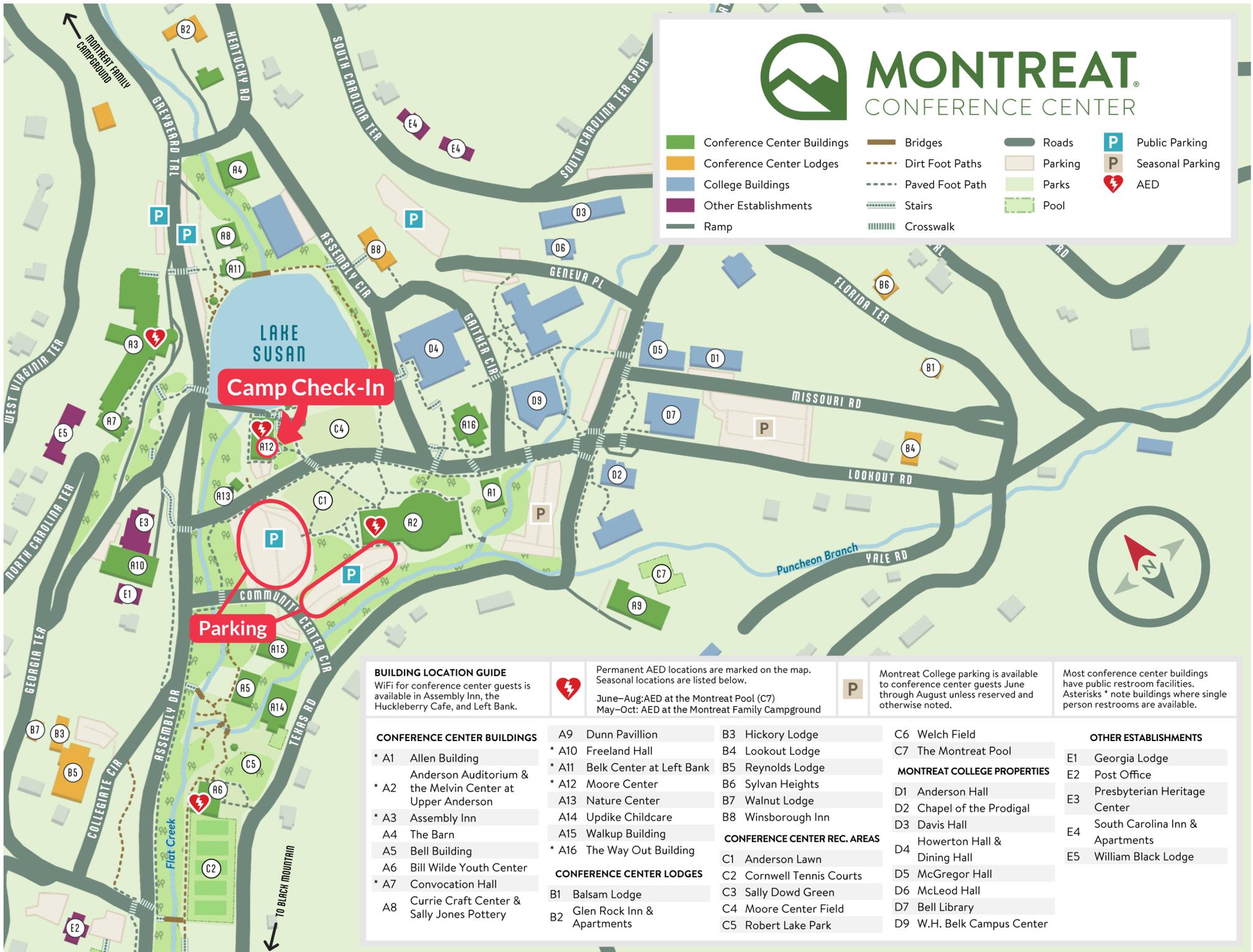
Campers and adults should dress appropriately for the entire week of camp, as defined by the camper's parent/guardian and Church Group Leader. Please consider these guidelines, as it is the group leaders who will monitor their group's clothing:

- 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 Rec Party.
- Bring some clothes that can get dirty at Rec Party and for various games or activities.



# MONTREAT CONFERENCE CENTER

- Conference Center Buildings
- Conference Center Lodges
- College Buildings
- Other Establishments
- Ramp
- Bridges
- Dirt Foot Paths
- Paved Foot Path
- Stairs
- Crosswalk
- Roads
- Parking
- Parks
- Pool
- Public Parking
- Seasonal Parking
- AED



### BUILDING LOCATION GUIDE

WiFi for conference center guests is available in Assembly Inn, the Huckleberry Cafe, and Left Bank.



Permanent AED locations are marked on the map. Seasonal locations are listed below.

June–Aug: AED at the Montreat Pool (C7)  
May–Oct: AED at the Montreat Family Campground



Montreat College parking is available to conference center guests June through August unless reserved and otherwise noted.

Most conference center buildings have public restroom facilities. Asterisks \* note buildings where single person restrooms are available.

### CONFERENCE CENTER BUILDINGS

- \* A1 Allen Building
- Anderson Auditorium & the Melvin Center at Upper Anderson
- \* A3 Assembly Inn
- A4 The Barn
- A5 Bell Building
- A6 Bill Wilde Youth Center
- \* A7 Convocation Hall
- Currie Craft Center & Sally Jones Pottery
- A8

- A9 Dunn Pavillion
- \* A10 Freeland Hall
- \* A11 Belk Center at Left Bank
- \* A12 Moore Center
- A13 Nature Center
- A14 Updike Childcare
- A15 Walkup Building
- \* A16 The Way Out Building

### CONFERENCE CENTER LODGES

- B1 Balsam Lodge
- B2 Glen Rock Inn & Apartments

- B3 Hickory Lodge
- B4 Lookout Lodge
- B5 Reynolds Lodge
- B6 Sylvan Heights
- B7 Walnut Lodge
- B8 Winsborough Inn

### CONFERENCE CENTER REC. AREAS

- C1 Anderson Lawn
- C2 Cornwell Tennis Courts
- C3 Sally Dowd Green
- C4 Moore Center Field
- C5 Robert Lake Park

- C6 Welch Field
- C7 The Montreat Pool

### MONTREAT COLLEGE PROPERTIES

- D1 Anderson Hall
- D2 Chapel of the Prodigal
- D3 Davis Hall
- D4 Howerton Hall & Dining Hall
- D5 McGregor Hall
- D6 McLeod Hall
- D7 Bell Library
- D9 W.H. Belk Campus Center

### OTHER ESTABLISHMENTS

- E1 Georgia Lodge
- E2 Post Office
- E3 Presbyterian Heritage Center
- E4 South Carolina Inn & Apartments
- E5 William Black Lodge

## SPECIAL ATTENTION FORM

To help the Passport staff be as prepared as possible for ministry, please list anything you request our team pay special attention to within your group. This may include family crisis situations, physical limitations (mobility, sight, or hearing differences), unusual allergic reactions (food, bee stings), English as a second language, learning or behavioral differences, emotional or spiritual struggles, etc. This information will be handled carefully as a matter of prayer and assistance to our staff during the week and will not go beyond the bounds of the Passport staff. Passport reserves the right to ask that an adult from your group assist your camper during Bible Study if we consider close individual attention in the camper's best interest.

Camper Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Group Leader Name: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Passport Camp Office Use Only. Bible Study Leader assignment:* \_\_\_\_\_

## SPECIAL ATTENTION FORM

To help the Passport staff be as prepared as possible for ministry, please list anything you request our team pay special attention to within your group. This may include family crisis situations, physical limitations (mobility, sight, or hearing differences), unusual allergic reactions (food, bee stings), English as a second language, learning or behavioral differences, emotional or spiritual struggles, etc. This information will be handled carefully as a matter of prayer and assistance to our staff during the week and will not go beyond the bounds of the Passport staff. Passport reserves the right to ask that an adult from your group assist your camper during Bible Study if we consider close individual attention in the camper's best interest.

Camper Name: \_\_\_\_\_

Church Name: \_\_\_\_\_

Group Leader Name: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Passport Camp Office Use Only. Bible Study Leader assignment:* \_\_\_\_\_

# CHAPERONE SCREENING CERTIFICATE

Please list the name of each adult who will be coming to camp with your group (including staff, chaperones, and visitors). You will need to conduct a statewide criminal background check (for the state where the adult resides) for each person listed. Any official state background check you have conducted within the past three years is acceptable (**note: within 12 months for chaperones attending camp in Texas**). Please check the appropriate box to indicate that the background check has been conducted for each adult. A ministerial staff member of your church or parish must complete and sign the certification statement at the bottom of this page. Bring the completed form with you to camp Check-In. Thank you for making an effort to protect the well-being of all our campers, as well as your own children and adults!

	Adult's Name	Check if Visiting Camp	Gender	Background Check Completed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

I certify that our church/parish, named below, has conducted a statewide criminal background check for each person listed above, and we affirm them as an adult chaperone for our camp group. I further certify that I am a staff member of the church/parish named below and, thereby, an official representative of the church/parish.

\_\_\_\_\_  
Ministerial Staff Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church/Parish Name

\_\_\_\_\_  
Church/Parish Phone Number

\_\_\_\_\_  
Church/Parish Address, City, State, ZIP