

2026 PASSPORT Group Leader Information

Table of Contents

You're Registered! Now What?	1
During the Spring	1
Registration Policies Recap	2
Camp Scholarships	2
2026 PASSPORT Program	3
Theme Details	4
Program Details	4
Your Location	6
Let's Get Ready!	6
Getting to Camp	6
Adults at Camp	8
Camp Rules and Guidelines	9
Group Leader Packing List	10

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. **Dietary and Housing requests must be submitted at least 2 weeks prior to your check-in date.**
-  **[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](#) (or [Spanish Version](#)) 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>

2026 PASSPORT Program

2026 Missions CAMP SCHEDULE

Opening Day

2:00 pm Check-In (2-4)
4:00 pm Campus Tour
5:00 pm Dinner
6:30 pm Opening Celebration
7:30 pm Bible Study
Adult Orientation
9:00 pm Vespers
9:30 pm Church Group Devotions
10:30 pm Campers to Rooms
11:00 pm Lights Out

Day 1

8:00 am Breakfast
9:00 am Morning Devotion
9:30 am Morning Celebration
10:15 am Bible Study
Adult Meeting
11:30 am Lunch
12:15 pm Mission Projects
3:00 pm Free Time
5:00 pm Dinner
6:30 pm Worship
8:00 pm Rec Party
9:00 pm Church Group Devotions
10:30 pm Campers to Rooms
11:00 pm Lights Out

Day 2

8:00 am Breakfast
9:00 am Morning Devotion
9:30 am Morning Celebration
10:15 am Bible Study
Adult Meeting
11:30 am Lunch
12:15 pm Mission Projects

Day 2 (cont)

3:00 pm Free Time
5:00 pm Dinner
6:30 pm Worship
8:30 pm Dance Party
9:30 pm Church Group Devotions
10:30 pm Campers to Rooms
11:00 pm Lights Out

Day 3

8:00 am Breakfast
9:00 am Morning Devotion
9:30 am Morning Celebration
10:15 am Bible Study
Adult Meeting
11:30 am Lunch
12:15 pm Mission Projects
3:00 pm Free Time
3:30 pm Volleyball Tournament
5:00 pm Dinner
6:30 pm Worship
7:30 pm Church Group Devotions
9:00 pm Variety Show
10:30 pm Campers to Rooms
11:00 pm Lights Out

Closing Day

8:00 am Breakfast
Checkout
Morning Devotion
9:00 am Bible Study Meetup
9:15 am Bible Study
Adult Evaluations
10:15 am Closing Celebration
11:00 am Church Groups Depart

THEME DETAILS

Camp Theme: *Vamos*

THEME VERSE:

So then, with endurance, let's also run the race that is laid out in front of us... Hebrews 12:1a (CEB)

DAILY THEMES:

Opening Day— *On Your Mark*

Day 1— *Get Set*

Day 2— *Go!*

Day 3— *Finish Line*

Youth Camp Parties

Night 1 – Radiator Springs Rec Party

KA-CHOW! Join us this summer in the heart of Radiator Springs for Passport's 2026 Rec Party! Cruise through our Route 66-inspired games and see if you and your Bible Study can bring home the Piston Cup! Lightning McQueen and Mater can't wait to see you there! Grab your closed-toe shoes, wear your Bible Study group colors (Red, Green, or Blue), and let's go!

Night 2 – Come on Passport, Let's Go Party!

Get ready to sparkle and dance the night away at the "Come on Passport, Let's Go Party!" dance party. Where disco fever meets Barbie dreamland! Step into a world of glitter, groovy beats, and pink vibes as we boogie down under the disco ball. *Costume ideas may include disco, 70's, or inspiration from Barbie and Ken.*

Night 3 – PASSPORT Green Eggs and Jammies Variety Show

Step onto the stage for a night of rhyme and wonder at our PASSPORT 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. *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.
- 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

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.

EduK believes every child is created with purpose and possibility. By walking alongside parents and children, they are helping communities grow stronger and futures grow brighter. We're invited to support EduK's work of loving our neighbors and helping dreams take root.

EduK's 20-Year Goal: EduK is committed to lasting and transformative outcomes for children and families in Latin America and the Caribbean with a twenty-year goal to raise 5,000 children out of extreme poverty through education and family support.

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. Refillable water bottles are **required** on Mission Sites and outdoor activities.

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 *PASSPORTmissions* 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

In our over-programmed world, true free time is scarce! 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	Kayla Oliver · kayla@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 25 missions@passportcamps.org · 205-588-6948
Camper Mail To ensure delivery – MAIL EARLY!	Camper Name, Church/Group Name PASSPORT <i>missions</i> at University of Richmond 410 Westhampton Way Richmond, VA 23173
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	University of Richmond has a mix of single and double occupancy rooms, and a mixture of hall and suite-style baths. Bring your own bed linens, pillow, and towels (twin XL sheets or sleeping bags).
Locations Links	UR has a \$25 lost dorm room key card fee. 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.
- **All specialized housing requests and dietary restrictions must be submitted at this time.**

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)

Medical Release Forms

Everyone (even adults) attending camp must complete Passport's Medical and Liability 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 each year.
- 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. Email reg@passportcamps.org if you have any questions about completed/missing 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)

At Check-In, you will need:

- All Medical Release Forms already submitted online
- A signed copy of your Chaperone Screening Certificate

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.

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
- Protein bars or snacks for hungry youth

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.