

University of Richmond Group Leader All Location Files

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CAMP PLANNING MEETING

We recommend holding a camp-planning meeting at least two 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 30-60 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** Go over the Digital Sabbath Policy, in detail. 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, discuss Variety Show opportunities, Mission Offering emphasis, etc. Also, let parents know about dance costumes needed and clothes that can get wet for Rec Party. Suggest that parents make three 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.
- Camp Rules, including Dress Code** Detail the camp rules, emphasizing the dress code. Campers and adults should dress appropriately—as defined by the camper's parent/guardian and Church Group Leader—the entire week of camp.
- Show the Passport Theme Video** Consider showing the Passport theme video, available at our website, 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 all forms at this time, along with any balance of the camp fee from each family.
- Collect Forms**
- Pray**

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.

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.

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

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 6 to 1 to ensure camper safety and adequate supervision.

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.

Dance – a themed costume dance on Night 2 of camp. This year groups are encouraged to dress in bright neon colors, as cows, or in their best alien/space costume. The Dance party includes dancing and other activities like cornhole and board games.

Free Time – unstructured time when campers can rest, hang out with their church group

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.

Mission Site – Off campus work typically at a local non-profit organization. Sites vary by location but often include food banks, yard work, gardening, painting, etc.

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

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 always have these 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 (blue, green, or red).

Variety Show – event on the last night of camp to celebrate camper talents and interests where campers can perform acts on stage.

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.

Worship Prep – a scheduled time before worship in which campers who are participating in an element of worship – scripture reading, prayer, processional, etc. - can make final preparations and pray with staff.

PASSPORT 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

- Rec Party- assist a Passport staffer with a game
- Missions- drive students, help load and unload supplies, provide supervision on the work site and ensure safety of campers
- Choices- upon receiving instructions from a Passport staffer, aid in the facilitation of the activities

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 students!

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

PASSPORTmissionssm

CAMP ESSENTIALS • University of Richmond

Thank you for choosing to send your student to PASSPORTmissions. 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 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

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

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). UR has a \$25 lost dorm room keycard fee.

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
PASSPORTmissions at University of
Richmond
410 Westhampton Way
Richmond, VA 23173

Camp Office Info

The Camp office opens May 25, and the phone number is (205) 588-6948. 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.

Dance 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.*

Variety Show

Campers who want to participate in the Variety Show should come prepared to perform their act in costume one afternoon during free time at Variety Show screenings. Group acts are encouraged.

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
- 1 pair of long pants (required by some Mission Sites)
- Costume for Dance Party
- Rec Party clothes that can get wet
- Closed-toe shoes (required for Rec Party & Missions)

Toiletries

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

Towels and Linens

- Pillow, Twin XL sheets, and blanket (or sleeping bag)
- Towels and washcloths

Other Items

- Bible (write name & church inside!)
- Pen or pencil
- Sunscreen and hat
- Bug repellent
- Flashlight
- Water bottle (**required** for Mission sites)
- 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.
- 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.
- Some Group Leaders will give phones to their campers for a brief parent check-in a couple of times during the week. However, Passport prefers for every group to maintain a full digital sabbath for the week – we trust group leaders to use their discretion for these check-in moments.

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



Try the interactive map!



Campus Map

Campus Maps & Directions: richmond.edu/visit
 Campus Information: (804) 289-8000

142	Admission and Financial Aid — Undergraduate	131	Physical Plant
261	Boatwright Memorial Library	311	Pitt Field
455	Booker Hall	490	Police/Public Safety
1	Bostwick One	133	Print Shop
2	Bostwick Two	369	Queally Athletics Center
3	Bostwick Three	142	Queally Center
442	Bottomley House	102	Queally Hall
455	Camp Concert Hall	206	The Refectory
134	Cannon Memorial Chapel	242	Residence Hall No. 1
270	Career Services	252	Residence Hall No. 2
142	Career Services — Employer Dev.	248	Residence Hall No. 3
211	Carole Weinstein International Center	246	Richmond College Dean's Office
445	Crenshaw Field and Fieldhouse	114	Richmond Hall
244	Dennis Hall	444-448	River Road Fields
410	Dining Hall	365	Robins Center
121	Eco-Corridor	240	Robins Hall
118	Fountain Hall	102	Robins School of Business
151-157	Gateway Village	371	Robins Stadium
260	Gazebo	261	School of Arts and Sciences
138	Gottwald Center for the Sciences	203	School of Law
416	Gray Court	490	School of Professional and Continuing Studies
453	Harnett Museum of Art and Harnett Print Study Center	133	Service Building
410	Heilman Center	431	South Court
231	Human Resources	270	SpiderShop
106	Humanities Building	490	Special Programs
159	Intramural Fields and Odyssey Course	122	Steam Plant
422	Jenkins Greek Theatre	438	Student Activities Complex
442	Jepson Alumni Center	406	Thalhimer Guest Cottage
221	Jepson Hall	270	Tyler Haynes Commons
221	Jepson School of Leadership Studies	160-172	
451	Keller Hall	191-193	University Forest Apartments
256	Lakeview Hall	470-486	
403	Lora Robins Court	261	Virginia Baptist Historical Society
261	Lora Robins Gallery of Design from Nature	451	Visual Arts
258	Marsh Hall	361	Weinstein Center for Recreation
110	Maryland Hall	231	Weinstein Hall
367	Millhiser Gymnasium	363	Well-Being Center
453	Modlin Center for the Arts	406	Westhampton Center
250	Moore Hall	406	Westhampton College Dean's Office
330-336	New Fraternity Row	426	Westhampton College Tennis Courts
421	North Court	433	Westhampton Hall
340-354	Old Fraternity Row	246	Whitehurst
		126	Wilton Center
		254	Wood Hall

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

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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				
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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