



-----**Letter to parents**-----

Dear Parent,

In addition to the confirmation information enclosed, I wanted to introduce you to the staff and inform you of some of the safety elements of our hiking/canoe trip. Eighteen high school campers and five GENEVA staff will be on this trip.

Trip Guide: Steve King is a staff alumni who continues to invest in the ministry at GENEVA through leading our out trip. He is an experienced hiker who loves to introduce people to creation and the wonder of God experienced in it.

Medical Staff: Kelli King is a Registered Nurse and staff alumni and will provide for any medical needs on the trip.

High School Staff: Other summer staff on the trip will include the high school coordinator and counselors. They are CPR and First Aid certified, and have previous camping, backpacking or river trip experience, and some will be lifeguard certified as well. You will have an opportunity to meet each of these staff during check-in the first day.

Transportation: We will be taking 2 vans to the trail head, as well as an equipment trailer.

The staff will keep me informed daily of the group's progress. They will report in by phone on Monday when the group arrives at their campsite at the trailhead, on Tuesday, Wednesday, and Thursday afternoons, and again on Friday when departing to return to GENEVA. If I fail to receive the expected progress report by an appropriate time (typically late afternoon), I will initiate an emergency plan to include contacting local law enforcement.

Should an emergency arise, our High School Coordinator will have your child's health information and your contact information. I will also have this information at GENEVA and will immediately inform you should an emergency arise. The nearest medical facility is West Shore Medical Center in Manistee, approximately 30 miles away.

Should you have an emergency arise, you may contact GENEVA and I will make sure that our staff gets this information at the next established check-in time, or should your need be more urgent, we will contact local authorities.

It is my hope that this information makes you feel even more confident in the experience your child will have while hiking during this very special week. I look forward to seeing you at check in!

In His Service,

Brian Vander Wege
Program Director



Dear Hiker,

We are so excited for this summer's pack and paddle trip. God's hand is certainly evident in this beautiful piece of creation and it has been a favorite destination among our staff for their own excursions. This letter should help you prepare a bit for what's ahead. Included are a basic schedule, suggestions for preparing for the hike, and a packing list.

SCHEDULE: When you arrive at GENEVA on Monday at 8:20am (check-in is in the Dunes Room in the Retreat Center at GENEVA Shores), we'll hit the ground running with plenty of fun and preparation. We'll spend time getting to know one another as well as talking through the creation stewardship that we will practice as we hike. We will go over the details of our trip and begin preparing our packs as well. Then we are off to the great Michigan North!

Tuesday through Friday will be spent exploring sections of the Manistee River and the North Country Trail. We will be hiking 3-4 miles daily, with a canoe trip down the Manistee River. Each day will include worship, Bible study, and outdoor education experiences. We'll cook our meals together and have other opportunities to step into community responsibilities. These will be full days as we take in the incredible majesty of our surroundings while worshipping the One who created both it and us. Friday we will pack up one more time and head back to GENEVA to end to our week and have our closing where we'll swap stories and reflect on the incredible experience we've had!

PREPARATIONS: While packing may only take a few hours, you should put several weeks into other preparations for this trip. Walk. Walk some more. The daily mileage may not seem like much, but remember that you will be carrying supplies with you while you hike up and down some pretty good-size hills, through sand, rock, and other terrain. While our pace will not be intense, and we'll stop often to take in the beauty of our surroundings, you will want to make sure that you and your boots are in shape for this. Also, search the Bible for some passages that speak about the wonder of creation that you can share with the group as we hike.

PACKING: The packing list on page 4 of this confirmation covers your whole week of hiking. It may be helpful to pack into two bags, one to take hiking and one to use for the beginning and end of the week at GENEVA. The staff will take some time to help you pack your backpack at the beginning of the week to make sure that you have what you need for our time backpacking and paddling.

We are anxiously awaiting your arrival. Blessings on your preparations!

In Him,

Brian VanderWege
Program Director

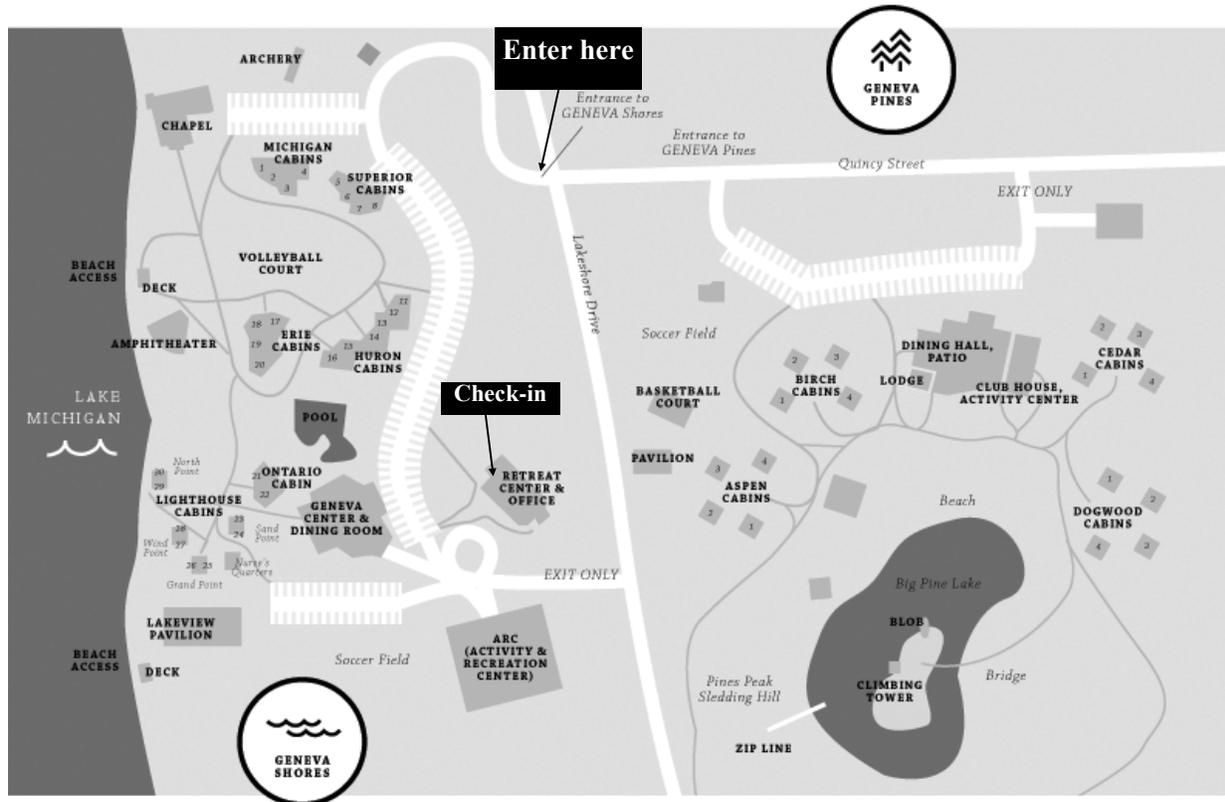
Steve King
Trip Guide

Pack and Paddle Confirmation



GENEVA
Camp & Retreat Center

3995 LAKESHORE DR N, HOLLAND, MI 49424
616.399.3150 • WWW.CAMPGENEVA.ORG



DIRECTIONS TO GENEVA

Camp Geneva is located on Holland's north side on Lakeshore Drive at the end of Quincy Street.

- **From the East:** Take I-196 west to Exit 55 (Holland/Zeeland) which will put you on Business 196 heading west. Take Business 196 west to US-31 (approximately 5.5 miles). Take US-31 north to Quincy (approximately 3.5 miles). Take Quincy west to Camp Geneva (approximately 5.5 miles).
- **From the North:** Take US-31 south to Quincy. Take Quincy west to Camp Geneva (approximately 5.5 miles).
- **From the Southeast:** Take US-131 north to M6. Take M6 west to I-196. Take I-196 west to Exit 55 (Holland/Zeeland) which will put you on Business 196 heading west. Take Business 196 west to US-31 (approximately 5.5 miles). Take US-31 north to Quincy (approximately 3.5 miles). Take Quincy west to Camp Geneva (approximately 5.5 miles).
- **From the South:** Take US-31 north to Quincy (approximately 3.5 miles). Take Quincy west to Camp Geneva (approximately 5.5 miles).
- The main entrance to Camp Geneva is directly opposite the end of Quincy Street.

CONTACT INFORMATION



GENEVA
Camp & Retreat Center

3995 Lakeshore Dr N, Holland, MI 49424
Phone: 616.399.3150 / Fax: 616.399.5180
email: geneva@campgeneva.org
website: www.campgeneva.org

Should you need to leave an emergency message for a camper, you may call the GENEVA office at 616.399.3150. If you call after hours, our voice mail will give you an emergency number to call.

LATE ARRIVAL/ABSENCE POLICY

- GENEVA will only accommodate late arrivals or camper absences which are health related or family emergencies. If families anticipate arrival conflicts or conflicts due to sports or otherwise during the camp session, they will be encouraged to register for a different session.
- We reserve the right to cancel the registrations of children who do not show up and have not notified us by noon on Monday.
- We reserve the right to cancel the registrations of children needing absences during the week for reasons other than health or family emergencies.
- Cancellations will be subject to GENEVA's cancellation/refund policy.
- Additional information on our policy can be found on our website <http://www.campgeneva.org/summer-camps/late-arrival-absence-policy>

CANCELLATION/REFUND POLICY

- **All** refunds are subject to a \$50 cancellation fee.
- Refunds will be given if requested at least 14 days before your week of camp.
- If you cancel less than 14 days before your week of camp, refunds will be given only for medical reasons or a family emergency.

ARRIVAL

There are several important steps to checking your child in:

- **Time—8:20am** on Monday morning. **Please call if you are not able to arrive by 8:45am.** We reserve the right to cancel the registrations of campers who do not show up and have not notified us by noon on Monday.
- Campers should leave their luggage in the car but bring any medications to check-in to give to the health officer/camp nurse.
- **Place—Dunes Room in the Retreat Center** at GENEVA Shores.
- **Medication Drop-off**—if you need to drop off your camper's medications or talk to the health officer/camp nurse about any health concerns, you will have that opportunity at check-in.
- **Sign-in**—You will sign your camper in with their counselor. Please be sure that whoever is picking up the camper at the end of the week is on the list of people authorized to pick him/her up.

The camp store, located in the lower level of the GENEVA Center, will be open during check-in.

No pets—GENEVA has a no pets policy, so please do not bring your pet when dropping off and picking up your camper.

Campers who drive themselves may be asked to turn in their keys upon arrival.

PACKING LIST

All items should be labeled with camper's first and last name!

- a *small* Bible
- bug spray (non-deet) & sunscreen & Chapstick
- headlamp or flashlight
- towels—beach and bath
- bandanas, sunglasses, hat that will provide shade from the sun
- winter hat for wearing at night
- 2 water bottles (**must** be labeled with camper's full name)
- large, durable mug and spoon
- sleeping bag (camping/non-cotton) & sleeping pad
- raincoat and pants
- t-shirts
- long sleeve t-shirt
- fleece, wool sweater, or jacket
- swimsuit (**1-piece** suits required - see dress code)
- quick-dry socks
- underwear
- pajamas
- shorts (hiking shorts or athletic shorts – not jean shorts)
- comfortable pants
- hiking boots (make sure they are broken in and have good ankle support, preferably waterproof)
- sandals or other shoes to wear around camp at the end of the day
- toiletries (some will be left at camp for showering)
- medications you take regularly
- camera (**must** be labeled with camper's full name)
- hiking backpack (GENEVA does have a few to loan. Let us know ahead of time if you need one.)
- adventurous spirit (don't pack light on this!)

Do Not Bring:

These items are not permitted and will be held by the counselor and returned at the end of the week.

- Cell phones
- ipods, tables, or other technology devices
- Knives, weapons and like items

DRESS CODE

In an attempt to create a positive environment where all children can participate in every camp activity, we require clothing that is functional for the varying activities of camp. The dress code will be enforced by our summer staff, and campers wearing clothing or swimwear deemed inappropriate will be asked to change.

We require one-piece swimsuits (no tankini's please) for the functionality of camp. Our various water activities such as the splash pad and pool, zip line, blob, tubing, and other activities make it essential to abide by this requirement. Cut-off shirts or short shorts are not conducive for the activities of the camp environment. Clothing with inappropriate images or slogans are not allowed.

DEPARTURE

Parents are welcome and encouraged to attend the closing program **in the Retreat Center** on the last day of camp. Campers may be picked up at their cabins following the closing celebration, which lasts approximately 30 minutes.

- **You will be required to sign your child out with the counselor.**
- We will not release a camper to anyone other than:
 - the person(s) designated at the beginning of the week or
 - anyone you listed as authorized to pick up your camper on your original registration form

We strongly discourage early departures. The end of the camp session is designed to wrap up the week and transition campers back into their daily routines. It is filled with debriefing conversations, picture signing, and other closing activities that are significant in the child's experience. If you must pick up your child early, please contact the office to discuss the most opportune time.

The camp store will be open following check-out.

Campers who drive themselves will be released once closing has concluded unless other arrangements have been made with the parents or guardians.

LOST & FOUND POLICY

- GENEVA is not responsible for items left behind, lost, or stolen.
- **Parents are encouraged to label everything with the camper's full name.**
- Items found will be displayed at the closing program.
- Please call our office as soon as you realize your camper is missing an item.
- Items with names will be held for 14 days and we will contact you to pick them up. Any items not claimed after 14 days will be given to charitable organizations. Parents will be responsible for the cost (shipping and handling) of mailing any items.
- **Items without names will be donated to a charitable organization at the end of each session.**

MAIL CALL!

Please note that Pack and Paddle campers will not be able to receive mail during the week since they will be off-site.

CAMP STORE

The store is open during check-in (8:30-9:45am) and following check-out. We have a really unique assortment of GENEVA apparel, snacks and novelty items.

MEDICATIONS/
SUPPLEMENTS/
ESSENTIAL OILS

All medications/supplements/essential oils brought by the camper (prescription and over-the-counter) must be turned in at check-in.

Any of these items you bring MUST be in the original container, be prescribed for the camper, and include clear and current directions.

The health officer/camp nurse will be available at check-in for those who have questions or health concerns.

We stock over-the-counter medications such as acetaminophen, ibuprofen, and cold remedies, so it is not necessary to bring them.

*The form below must accompany any medications/supplements/essential oils the camper brings along.
Please cut on the dotted line and bring with you to check-in.*

***Instructions for Dispensing Medications/
Supplements/Essential Oils***

Camper's Name _____ Cabin # _____

**All medications/supplements/essential oils
MUST be in the original container and have the camper's name on it.**

Name of medication	Dosage	To be given at (circle)				
_____	_____	B	L	D	Bed	Only if needed
_____	_____	B	L	D	Bed	Only if needed
_____	_____	B	L	D	Bed	Only if needed
_____	_____	B	L	D	Bed	Only if needed