

## *Greetings Parents and Campers!*

Thank you for considering sending your child, or yourself, to Horton Center this summer. This guide has been developed to help parents prepare for time at Horton Center; and to help you and your child know what to expect and prevent miscommunications on policies and procedures when camp time comes. Changes and new policies are marked by an asterisk (\*). We are always looking to improve our program and communication so if you have any suggestions please do not hesitate to contact us, or any member of the Outdoor Mission Group.

Faithfully,

**Leslie**

Rev. Leslie Chatfield, Acting Director of Outdoor Ministries, New Hampshire Conference, UCC



## *Summer 2017*

Welcome to Horton Center! Whether this is your first time at camp, or your twentieth, welcome. Horton Center is a ministry of the New Hampshire Conference, which is comprised of local churches. This profoundly beautiful place belongs to us all. We're partnering with pastors, lay leaders, and parents to reaffirm this ministry as an extension of your spiritual home. Horton Center's program and purpose is grounded in the mission of your local church. We are partners in ministry and no matter who you are, or where you are on life's journey, you are welcome here!

***The mission of the New Hampshire Conference of the United Church of Christ Outdoor Ministries is to invite all God's children to experience Christian community in the natural world.***

### **Accreditation**

Horton Center is accredited by the American Camp Association. Information on accreditation standards can be found at [www.acacamps.org](http://www.acacamps.org).



**Rev. Leslie Chatfield – Acting Director of Outdoor Ministries**

[lchatfield@nhcucc.org](mailto:lchatfield@nhcucc.org)

**June – August Address**

PO Box J, Gorham, NH 03581

**Conference Address**

140 Sheep Davis Rd., Pembroke, NH 03275

**Registration questions:** Karen Steelhammer—Administrator 207-724-3200 [karen@pilgrimlodge.org](mailto:karen@pilgrimlodge.org)

[www.hortoncenter.org](http://www.hortoncenter.org)

**Horton Center – 603-545-9660**

## About Your Time at Camp

**Camp Leadership:** Each session at Horton Center is organized by volunteer leaders called deans. Most sessions have two deans who are responsible for recruiting their volunteer counselors and organizing the program and schedule. Because the deans and counselors at HC are volunteers there for your event only, they bring a fresh and exciting feel to each session. Shortly before your session is to begin, you will receive a letter from your deans either by email, or U.S. postal mail. This letter will describe the theme, outline special events, tell you special things to bring, and let you know of any deviation from information in this guide (for example, pick-up time.) Deans' letters are also posted online so if your event is getting close and you haven't received it, check online first, then give us a call.

**Supervision of Children:** Family camp events are designed to be time for families to be together.

**Children are not to be allowed to wander the camp without adult supervision.** Adults are responsible to make sure their children are supervised at all times. There may be occasions when the camp staff organizes activities and will make it clear that it's OK for adults to send children without attending themselves. At the conclusion of such events adults will resume supervision.

**Adventure Activities:** Horton Center offers many outdoor adventures. Rock climbing and caving are activities that are led by the staff only. No persons should attempt to climb or cave without staff supervision. If you are going on a hike without a staff person, we recommend using the buddy system. You must let a leader or staff person know where you are going and let them know you have returned. If a water activity is planned, off site, there needs to be a Horton Center lifeguard present.

**Camp Road -** Please note that the camp road is steep and narrow in some places, but what awaits you at the top is well worth it! Take the road slow, 15mph or less, and make good use of the turn outs on the road. There will be a staff member at the bottom of the road to greet you and give you further instructions. **The camp road is open for two way traffic. Please drive slowly!**

**Dropping off late/picking up early:** Horton Center desires to create a community with all of its participants. Arriving late and leaving early creates gaps in that community that affect all participants. Therefore we expect campers to arrive at the designated time and to stay for the duration of the program. If you cannot make this commitment because of sporting events, vacations or other reasons, please cancel or reschedule your camp experience by calling us. Deposits are non-refundable. (Please note, a few parents with last minute issues like traffic have been concerned that their child would not be accepted if they were a bit late. This is not the case: This policy is about pre-planned missing of a portion of camp.) A camper will be released for his or her own medical health or on the death of a family member.

**Visitation:** Please do not arrange visits from non-participants during your event.

## At Camp

**\*Camp Store & Ice Cream:** The camp store sells postcards and stamps, Horton Center T-shirts, hats, and flashlights, memorabilia, and necessary items such as toothbrushes, and combs. Started in 2013, all new Horton Center wear will be certified sweat-shop and child labor free! Horton Center also sells ice cream during afternoon ice cream time for \$1 a cone. All proceeds from the Horton Center store go directly to support the ministry of Horton Center. At family camp events the store will accept cash, check, and **new in 2017 credit cards**, whenever it is open during your session. Store accounts are not necessary during family camps.

**Mission Project:** Horton Center will participate in a summer long, camp wide mission project. Campers will engage in the mission project through hands-on engagement and learning, with an opportunity to give an offering. More information can be found on the web-site, [www.hortoncenter.org](http://www.hortoncenter.org) Your dean’s letter will include more information as well.

**U.S. Mail to campers:** Letters from home are encouraged. Please keep letters upbeat and do not focus on how much you miss your camper. **Do not mail candy or food.** Do not send any mail after Thursday’s pickup. Address letters this way: Camper's Name, Cabin name, Name of session (ie: “Family Camp”) Horton Center, PO Box J, Gorham NH, 03581

**Email to campers:** Email to campers is available through our online registration system, UltraCamp. Simply click on the “Email” icon on the UltraCamp page, on the upper left side to email your camper.

**A Typical Day at HC:** No two days are exactly alike and no two weeks have the exact same schedule. There are, however, rhythms to the day around which most sessions drape their program. Generally the framework of the program looks like this:

7:00 Wakeup bell and compound time

8:00 Breakfast

8:30 Cabin cleanup and chores

8:45 Worship in the outdoor chapel

9:15 Morning watch (5 minutes for young children, 10-15 for older) quiet reflection

9:30 Faith Discovery Groups (small group) curriculum based, group building challenges, worship planning

11:00 All Camp games or Compound/commons time

12:15 Lunch, singing & camp store open

1:00 Bunk Time (state mandated) nap or lay on the bed reading or writing; Mail delivery

2:00 Option Time (games, rock climbing, swimming, caving, archery, arts and crafts)

3:15 Ice Cream time

3:45 Option time (more activities led by counselors and staff)

5:15 Compound/commons time (supervised unstructured play/hang out time)

6:00 Dinner and singing

6:30 Vespers

7:15 Evening Program

9:00-10:30 Shalom circle and bed time (earlier for younger campers)

**Phone Calls and Off-Hour Emergencies:** Phones are available for use by campers only in case of emergency. The camp office number is 603-545-9660. Please do not call the emergency line for administrative or non-emergency reasons. Please do not ask to speak to your camper for non-emergency issues. The camp director and staff are happy to check in with deans and counselors and give you a full report on how your camper is doing. Call the office during business hours for a check in.

**Cell Phones:** Disconnecting from the world of electronics is a necessary part of camp community building.

- **Children and Youth:** Youth campers are not allowed to possess cell phones or other forms of electronic communication at camp and may be sent home if found possessing a cell phone. One of Horton Center's main goals is to build community in the presence of one another. Among other issues, cell phones detract from truly being present to one another in the camp community. Please don't give your child permission to break this rule: it is a confusing message and a precedent about how other rules apply to them.
- **Adults:** We recognize that adults may have family and business requirements that require them to make contact. Please do not use your cell phones in the company of others. Please set your phone to vibrate or silent if you must carry it with you. If you must carry your phone with you, please let voice mail answer the phone and retreat to an isolated place to check the message and return the call. The best option is to leave the phone at home. The next best option is to turn it off, leave it in your belongings at camp and check it occasionally or use it only if need be. Third, if you must carry the phone with you at camp, please honor the above guidelines.

**Cabin Sharing:** If you have a request for sharing a cabin please let us know. Also let your friend know that he or she will need to make the request too. When we have *both* requests, we will make the effort to lodge you in the same cabin.

**Behavior:** Certain behaviors deemed inappropriate, may result in a camper being sent home and the camper's minister being notified. These behaviors include, but are not limited to, fighting; hitting; biting; stealing; destruction of, or intrusion into, another's property; threatening another; defying a counselor or dean; refusal to eat; wandering from established program areas; sexual activity; possession or use of cell phones, possession or use of weapons, alcohol, or illegal drugs; misuse, distribution or concealing prescription or non-prescription medication. Any camper sent home will be reaccepted for an Outdoor Ministries event only after consultation with the Outdoor Ministries Board and the Director of Outdoor Ministries.

**Photographs and Publicity:** By registering for camp, campers and parents agree that photographs taken of campers may be used for promotion by the New Hampshire Conference, United Church of Christ including, but not limited to: camp brochures, promotional slide shows, video presentations, CD- Roms sold to campers, the Horton Center website and other Horton Center internet sites.

**Photos:** Every camper will receive a photo of all the people in their camp session. Photos will also be available online, using a secure site.

**Tiered Pricing Information:** Realizing that families have different abilities to pay, Horton Center has instituted a voluntary three-tier fee program.

- Tier 1 is our historically subsidized range and does not reflect all costs of operating our summer camp programs and site.
- Tier 2 more closely accounts for the costs of camp including wear and tear of building and grounds.
- Tier 3 more closely reflects the value of attending camp without subsidies.

Please choose the tier that is most suitable for your family. **All campers receive the same Horton Center experience regardless of what tier is chosen.** For those families that cannot afford Tier 1 additional financial assistance is available to ensure that everyone has the wonderful opportunity to attend camp

**Scholarships:** Many local churches have their own camp scholarship program. Please ask your pastor if such a program is available in your church. Additionally, partial scholarships are also available from the New Hampshire Conference UCC for members of United Church of Christ churches. Applications for scholarships are in the back of this guide. **Applications are due by May 15.** Applications received after May 15 will be considered only if funds remain after on-time applications have been disbursed.

## Medical Forms & Policies

**\*Health Form Requirements:** Please mail the original to camp, and bring a copy with you. Send the original to Horton Center Health Form PO Box J Gorham NH, 03581 at least two weeks prior to arrival. Health forms are available on-line, or will be mailed by request. Please bring a copy with you to Horton Center.

### Who needs what form?

#### **Grandparent's Camp**

**Minors** need **FORM 1** completed by **PARENTS** (*not grandparents*), update yearly! and **FORM 2, including a doctor's signature** (within the last two years)

**If** the child carries an inhaler, epi-pen or other medication *on his or her person* **FORM 3** signed by a doctor *and* parents needed. Please mail a copy of the forms two weeks prior to the start of camp, and bring the original with you.

**Adults** complete a single-page **FORM 4**. No doctor's signature is needed. You can fill this out prior to camp or when you arrive at camp. Mail it or bring it with you.

#### **Family Camp**

**Minors coming with their parents or legal guardian, need Form 1** completed by parents.

**Adults** need to complete **form 4**.

If you are bringing a minor that is not accompanied by a parent or legal guardian, that child needs **FORMS 1, and 2**, (and 3 if he or she has carries an inhaler or epi-pen) with appropriate parent and doctor's signatures.

**Disclosure of Medical Conditions:** In order for us to help your child have the best experience possible, the Camp Director needs to be aware in advance of any physical, emotional or behavioral needs a child may have. Special arrangements can be made. This information is shared only with those responsible for the care of your child. We also appreciate knowing of medical needs and conditions of adults attending.

**Insect Repellent and Sunscreen:** Lyme Disease and other insect-borne illnesses are a risk in any outdoor activity in the state of New Hampshire. Campers need to bring and apply appropriate, non-aerosol insect repellent. Exposure to the sun also carries risk. Campers need to bring and apply sunscreen with an SPF factor of at least 30 before outdoor activities. Please send only sunscreens and insect repellents in non- aerosol containers.

**(We know this isn't much fun to read, but my oh my it makes everyone's life easier!)**

## Policies and Procedures

**Open Registration Policy:** Anyone may attend Horton Center. Campers do not need to be a member the New Hampshire Conference, United Church of Christ. Rules concerning acceptance and participation in all New Hampshire Conference Outdoor Ministry events are the same for everyone without regard to race, color, sexual orientation, gender, or national origin

**Payment & Refunds:** There is no refund for campers sent home for illness, homesickness, or discipline. A non-refundable deposit of \$100 for week-long sessions and \$50 for shorter events is required with the initial registration. The balance is due June 10, 2017. We do not accept payment at camp. If payment is not received on time, campers may forfeit their spot to others on the waiting list. If a camper withdraws more than two weeks before the start of a session the deposit will be forfeited, while any additional payments that have been made will be refunded. If a camper withdraws two weeks or less before the start of a session the parent (or adult camper) will be responsible for the full camp fee; no refunds will be made. Please note there is a \$25 fee to switch camp sessions.

**Open Invoices:** Individuals with an unpaid balance from previous years will not be allowed to register until past balances are paid. Payments received will be used to pay open invoices from previous years and not toward registering for new events.

**Event Cancellation:** All events are subject to cancellation due to insufficient registration. If an event is cancelled, full refund of payments (including registration deposit) will be made. Confirmation notices will be sent after a registration is received and accepted. Online confirmation is by way of email.

**Personal items:** Campers are free to bring personal items such as musical instruments, (larger instruments usually are left in the lodge), compact discs, and sporting equipment, provided their name is written on the item. The New Hampshire Conference, United Church of Christ is not responsible for lost, stolen or broken items. We recommend writing your name on all items, including clothing.

**Pets:** Personal pets are not allowed at Horton Center. Service dogs are permitted, please let the Director know.

**Alcohol and Drugs:** Alcohol and other drugs are not permitted at Horton Center or Outdoor Ministries events. Drugs include inhalants such as gas or glue and the misuse of over the counter or prescription medicine. Anyone using or possessing alcohol or illegal drugs or misusing prescription drugs will be sent home immediately and the camper's minister will be notified.

**Fireworks:** Fireworks are not permitted at Horton Center or at New Hampshire Conference Outdoor Ministries sponsored events. Anyone using or possessing fireworks will be sent home immediately and their minister will be notified.

**Smoking:** All camps and events sponsored by the Outdoor Ministries Board are tobacco-free.

# IT'S ALMOST TIME FOR CAMP!

## A Quick Review for **Family Camp** sessions

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|---|---|
| <p><b>WHAT TO BRING:</b></p> <ul style="list-style-type: none"> <li>▪ Casual relaxing clothes</li> <li>▪ Warm clothes for cold days and nights</li> <li>▪ Warm sleeping clothes</li> <li>▪ Rain gear</li> <li>▪ Shorts</li> <li>▪ Jeans/pants</li> <li>▪ Sweatshirts</li> <li>▪ Bible</li> <li>▪ Notebook or stationary and pen</li> <li>▪ Bathing suit, a towel, &amp; Shower shoes</li> <li>▪ Musical instruments</li> <li>▪ 1 nice outfit (not <i>too</i> formal)</li> <li>▪ Bathroom items in an easy to carry bag or Bucket (towels, washcloth, soap, Toothbrush, floss, comb/brush etc.)</li> <li>▪ Sleeping bag and sleeping pad for sleepout (like thermarest)</li> <li>▪ Pillow</li> <li>▪ Comfortable sneakers/hikers, <b>please NO FLIP FLOPS</b> for safety</li> <li>▪ Flashlight</li> <li>▪ Insect repellent (non-aerosol please!)</li> <li>▪ Sunscreen (SPF 30 or more)</li> <li>▪ 2 Water bottle with camper's name written on it</li> <li>▪ Items listed in your Deans' letter</li> <li>▪ Money for store and mission (look to the right)</li> <li>▪ White T-shirt for tie-dye or other art project.</li> </ul> | <p><b>Personal items policy:</b><br/>Campers are free to bring personal items such as musical instruments, (larger instruments usually are left in the lodge), compact discs, and sporting equipment provided their name is written on the item. The New Hampshire Conference, United Church of Christ is not responsible for lost, stolen or broken items.</p> |
|   | <p><b>The Camp Store</b><br/>Upon arrival there will be a table where you can set up an account for the store. Credit Card are accepted at the store in 2017.</p>   |
|   | <p><b>Mission Project</b> – We encourage campers to bring an offering for our mission project.</p>  |
|   | <p><b>For Hike Day:</b></p> <ul style="list-style-type: none"> <li>● <b>Two water bottles – that's right, TWO!</b></li> <li>● Small backpack</li> </ul> <p>Comfortable hikers/sneakers</p>  |
| <p><b>Mail:</b> (Please do not send food or candy)<br/>Camper's Name, camper's cabin #<br/>Horton Center<br/>PO Box J<br/>Gorham, NH 03581</p>  |   |

### **Bottom of Form**

**Health Forms:** Please review the health form section above. If you are confused, please call 207-724-3200.

**Please do not Bring:** Alcohol or illegal drugs; weapons; pets; valuables; jewelry; computers; fireworks, SCUBA equipment, skate boards or in-line skates



# Horton Center Scholarship Application

**Due: May 15**

Please check with your local church pastor to see if a HC scholarship is available from the church.

All applications must be **signed by a United Church of Christ minister** (unsigned or incomplete applications will be returned without being processed. If the application is re-submitted and received after May 15 it will be considered a late application.)

Scholarships received after May 15 will be considered only if any funds remain after all on-time applications have been processed. *All applications are confidential.*

There are a limited amount of funds for distribution. Please apply only if you are truly in need in order to attend camp. The amount of scholarship offered will be dependent on the number of applications received by May 15. Scholarships do not exceed one third of the camp fee.

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

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent/Guardian email: \_\_\_\_\_

Church (include town name) \_\_\_\_\_

Session and Date of session \_\_\_\_\_

Signature of United Church of Christ Pastor (required) \_\_\_\_\_

Name of Pastor & Church \_\_\_\_\_

Number of members in household: \_\_\_\_\_ Annual Household  
Income: \_\_\_\_\_

Other Scholarships granted (local church, community, etc): \_\_\_\_\_

Amount Requested from NH Conference Scholarship Fund \_\_\_\_\_

Parent/Guardian, or Adult camper signature (required) \_\_\_\_\_

Send this completed form to: Horton Center Scholarship Request,  
140 Sheep Davis Rd. Pembroke, NH 03275

**Due May 15**



## Request for a Horton Center Counselorship

**Thank you!** Our program would not exist if not for the incredible gift of time offered by our counselors. Thank you for valuing the ministry at Horton Center enough to offer your time.

**About Counseling:** If you would like to counsel but are not sure how to begin, start by contacting us at camp. ([lchatfield@nhcucc.org](mailto:lchatfield@nhcucc.org) or [karen@pilgrimlodge.org](mailto:karen@pilgrimlodge.org) or 207-724-3200) We'll ask you if you have particular weeks in mind. So what is it like these days to be a volunteer counselor at Horton Center? First and foremost, it's about making sure that each camper is safe, welcomed, and having the best week of their summer. From the start, you'll be supported by the Deans (volunteer leaders, 2 per session), and the staff. You'll go through a training session before camp. **You'll arrive the day before the campers at Horton Center**, to connect with your co-counselors, Deans, and go through additional camp led training. When the campers arrive Sunday, the fun begins! Two counselors stay in each cabin. Counselors go through the day with their campers, sometimes co-leading activities. We make sure you get a rest in the afternoon, after a daily meeting where you check-in with the Deans and counselors. Afternoon and evening program is a blend of counselor led and staff led activities. Being a volunteer counselor at Horton Center is fun, tiring yet energizing, and can have a deep impact on the life of a camper. You'll be asked to read a short book on counseling and take an on-line exam and print out the certification of completion (only the first time you counsel.) You'll also need reference forms and a background check authorization.

**Counseling when your child is at HC:** Some parents hope to counsel when their child is at camp. You know your child, and whether or not this is a good idea for them. We find that for some younger children it works out fine. Middler and Senior High campers usually tend to do better given their own time and space at HC. Unless there are extraordinary circumstances, we will not place your child in your cabin. It is difficult to step out of the role of parent and trying to be a camp counselor to your own child.

**Counselorships:** Counselors do not pay to come to camp! If you have an immediate family member attending camp this summer, you can receive a \$50 Counselorship (\$25 for the half-week long session) toward his or her camp fee. Please, immediate family only. Counselorships are not offered to CIT's and are not to be used for oneself. Counselorships must be applied in the same year that you counsel.

Date: \_\_\_\_\_

Counselor Name: \_\_\_\_\_ Phone \_\_\_\_\_

I am counseling for this session: \_\_\_\_\_

Please apply my Counselorship to (camper's name) \_\_\_\_\_

Attending this session: \_\_\_\_\_

This camper is my: (son, sister etc.) \_\_\_\_\_

Counselor's signature: \_\_\_\_\_

You can mail this form (140 Sheep Davis Rd. Pembroke, NH 03275) or bring it with you to camp. If you're counseling after you camper's session, it is helpful to us to have this form *before* the camper's session begins.