

Welcome!

Thank you for choosing Bear Creek Camp and Conference Center for your upcoming event. Whether you are a new visitor to Bear Creek or a group that has been coming for years we believe that Bear Creek has the facilities and services available to make your stay a great one.

In this guide you will find our visitor policies, emergency information, check-in procedures, a map of camp, and a reservation contract. Please return a signed copy, along with your deposit, to Bear Creek within two weeks.

We look forward to your stay at Bear Creek and will assist you in whatever ways we can. If you have questions, please contact us at (570) 472-3741 or e-mail campinfo@bearcreekcamp.org.

The Bear Creek Camp Staff

Core Purpose

Explore, Celebrate and Grow in God's Creation

Our Guiding Principles:

Honoring creation
Growing in faith
Welcoming all
Embracing adventure
Building community
Having fun

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Contract is Enclosed

Retreat Activities

General Activities:

There are many activities available for your retreat group to participate in at no cost.

- Equipment and space for the following activities are provided: Volleyball, Dodgeball, Softball, basketball, Soccer, kickball, tetherball, and frisbee.
- Also BCC offers 3,000 and over 25 miles of trails for your group to explore.

Programmed Activities:

At least one retreat chaperone (age 18 or older) must be present in addition to the Staff during each programmed activity.

Swimming and Boating

Bear Creek Camp has a five-acre lake to share with you. You can enjoy swimming or boating; canoes, playaks, and rowboats are available. A currently certified lifeguard is required for all aquatic activities, 1 lifeguard for every 20 people.

Low Ropes

Low Ropes are problem solving activities that are designed for small groups of 6 to 10 people. Processing of activities will focus on communication, planning and problem solving. Taking place on our multi-element course, students will learn spotting techniques and experience physical challenges that may require them to be touched, lifted, and supported by others in the group. Students may be 2 to 10 ft off the ground.

High Ropes

High Ropes consists of several challenges that are 25 to 35 feet in the air. The activities are designed for safe risk-taking and personal challenge. Each stand alone element allows for 1 to 2 persons to experience a personal challenge, while 7 to 10 group members encourage and assist with the belay system. Personal safety equipment (helmets, harnesses, and ropes) is used to secure participants to the various elements. Processing of activities focuses on communication, overcoming fear to expand personal comfort levels, and safe risk-

taking in a supportive group environment.

Climbing Wall

- Our Climbing Wall program allows students to individually reach for new heights while being supported by 6 to 8 members of their group. Two man-made walls allow students to choose between an easier flat rock face or a craggy overhang. Personal safety equipment (helmets, harnesses, and ropes) is used. Typically a group belay system is used to support the climber. The Wall is available in all weather except extreme cold.

Nature Center Programs:

- A staff of trained Naturalists can guide your group through a number of quality programs. All programs are designed to heighten your awareness and appreciation of God's creation. Some of the programs you may choose from are:

Adaptation Exploration

Incredible Insects

Amphibian & Reptile Trek

Feathered Friends

Going Batty

Astronomy

Biblical Themes include:

God Teaches People to Trust

God Teaches People to Follow

God Teaches People to Care for Creation

God Teaches People to Care for Others

God Teaches People to Go and Teach

- Our nature center is available to all groups. With its hands-on learning activities and interpretive displays, the nature center can complement almost any program.

Programmed Activities are available to all rental groups. The cost will vary depending upon the activity, duration, and number of people. Please schedule these activities as early as possible; a minimum of 2-week notice is required.

Check-in and Check-out Procedures

Checking In:

- Upon arrival at Bear Creek Camp, please check in at the camp office. A retreat host will be available to show and explain the features of the facility to you and answer any questions you may have regarding our program or site.
- During your check-in, the recycling and composting policy will be explained to you. You will have the opportunity to tour your reserved facility with a staff member to note any damage that may exist.

Checking Out:

- After your group has cleaned and moved out of the facility, you will be asked to walk the facility with a retreat host to note any damages or excessive uncleanliness. Once your trash, recyclables, and compostables have been checked, you will be asked to take them to the recycling center.
- Any damages or excess cleaning will be brought to the attention of our office by the Housekeeping and Maintenance Staff, at which time any additional cost will determine for any repairs or excessive cleaning. You will be billed for these additional cost.

Emergency and Health Information

Emergencies:

- In the event of an emergency contact the appropriate authorities immediately, then contact your retreat host; phone numbers are located near all phones.
- For facility related issues please contact your retreat host immediately.

First Aid:

- Bear Creek Camp does not have any medical personnel on site for retreat groups. First Aid kits are available, for emergency use, at several locations in our retreat facilities.
- We recommend that you bring an adult certified in First Aid and CPR, and a first aid kit you are familiar with.
- We also recommend that you have a form (signed by the parent/guardian of minors) from each participant which contain permission for leaders to seek emergency care, an emergency contact, a brief health history, and insurance information.
- You should have a vehicle available for transportation in an emergency.

Insurance:

- Bear Creek Camp does not provide health insurance for retreat groups. Insurance coverage is the sole responsibility of the retreat group. We recommend that you check with your insurance company and obtain any additional insurance your organization needs for your retreat. If available please send certificate of insurance with contract.

Other Helpful Information

Group Size:

- Bear Creek Camp recommends at least the following supervision ratios for staff on duty with campers in living units or in general activities:

Camper Age	# Staff	# Campers: Overnight / Day Only	
5 Years & Younger	1	5	6
6-8 Years	1	6	8
9-14 Years	1	8	10
15-18 Years	1	10	12

- We recommend that at least 80% (100% for groups primarily serving persons with special needs) of the staff are 18 years of age or older, and that all staff is at least 16 years of age and at least two years older than the minors with whom they are working.
- Groups should examine when there will be exceptions to the above ratios and situations where there should be a minimum of two staff present.

Telephone:

- Most cell phone users do not have reliable service at BCC.
- A courtesy phone is available near the entrance to the office. It will accept local, toll-free, collect, and credit card calls only. All other phones are for camp business or emergencies only.
- The retreat host will check messages periodically throughout the weekend and relay any messages to you.

Hunting Season:

- Bear Creek Camp sponsors the Bear Creek Wildlife Conservation Association, a wildlife management program. During your visit special hunting regulations may be in affect.
- The retreat host will inform you of any such regulations upon your arrival. You can contact the camp office in advance of your retreat for further information.

Firewood:

- At BCC we work to encourage a sense of appreciation and stewardship for God's creation. As users of this facility, our guests have an important role in that stewardship. Therefore, for Facilities with fireplaces an adequate supply of firewood (2 rounds) is provided at no charge. If your group wants more wood than what is given there will be a \$10.00 charge for each additional load.

Camp Store:

- A camp store with camp merchandise is available.
- Your retreat host will inform you when the store will be open.

Bear Creek Camp

Retreat Policies

1. The possession and/or use of illegal drugs is prohibited.
2. The possession and/or use of alcoholic beverages must be cleared with the Executive or Assistant Director prior to the groups arrival.
3. Consumption of alcohol by anyone under 21 is prohibited.
4. Smoking is not permitted in buildings. All butts must be completely extinguished and place in proper receptacles. Smoking is not permitted on trails during dry conditions.
5. Quiet time is from 11:00 PM until 7:00 AM in the central portion of camp
6. All trash must be placed in proper trash receptacles.
7. Use of the lake after dark is prohibited.
8. Groups must have a currently certified lifeguard (a copy of lifeguard's certification must be on file in the camp office) and one adult leader present at the lake for swimming or boating.
9. Lifejackets must be worn by all people in boats.
10. Groups may not use the High Ropes, Low Ropes, and Climbing unless approved Bear Creek Camp staff are leading the activity.
11. For your safety, please hike in groups of two or more and stay on designated trails.
12. Group leaders are responsible for supervising group members and their behavior unless camp staff has been contracted to lead and supervise specific activities as stated in the contract.
13. No plant or animal specimens may be taken from the site.
14. Outgoing calls may only be made from the courtesy phone near the entrance to the office.
15. **Pets are not allowed in buildings** and must be kept under control or leashed at all times. **Only Service animals** may stay overnight with prior notification.
16. Groups are financially responsible for any vandalism or damage done to the site or property of Bear Creek Camp.
17. Bear Creek Camp is not responsible for any personal or organizational belongings brought on to the site.
18. No additional charges will be paid if facilities are clean, undamaged and trash, recycling, and composting has been done.
19. Reservations can be made up to 18 months in advance of desired retreat date and only during regular business hours.

Bear Creek Camp
Food Handling Procedures

To Help Prevent The Contamination of Food Please:

1. Use only clean and sanitized utensils and equipment. Sanitize all utensils by running them through the dishwasher.
2. Sanitize all counters, cutting boards, knives, and anything else that contacts raw food by wiping it down with a sanitizing solution of 1 Tbsp bleach mixed with 1 gallon of water. (Bleach is not provided. Please bring your own.)
3. Wash hands thoroughly before beginning food preparation and frequently thereafter.
4. All hot food should maintain a temperature of at least 140° F during serving and holding. Use the steam table or an oven to hold the food temperature. Check temperatures to insure food safety. Thermometers are available with the utensils for measuring food temperatures.
5. All cold food should maintain a temperature of less than 40 degrees during serving and holding. Use the salad bar and refrigerator or freezer as necessary. Check and record temperatures of refrigeration units daily to insure food safety. Thermometers are available with the utensils for measuring food temperatures.
6. Store unused food in the freezer or refrigerator. Unused food should be cooled in the freezer or refrigerator as soon as possible after serving.
7. Label and date all unused food before placing it in the refrigerator or freezer.

Dishwashing Procedures

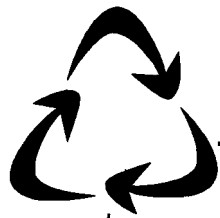
All dishes & utensils must be washed, sanitized, and dried after use.

Use of Mechanical Dishwasher

1. Wash temperature must be at least 100° F.
 - a. If temperature is low, wait for it to recover.
 - b. If temperature does not recover contact camp personnel.
2. Rinsing and sanitizing are done with the use of a chemical agent that is not temperature dependant.
3. The detergent is dispensed automatically to the dishwasher.
4. If the detergent dispenser beeps, it needs to be refilled, contact camp personnel.
5. Scrape excess food into compost bins and rinse all dishes before placing them in the dishwasher.
6. Place full rack of dishes in dishwasher and shut the door, it will start automatically.
7. Allow all dishes and utensils to air dry thoroughly before placing them in their appropriate storage places. All silverware must be stored with the handles up.
8. Cover dish and silverware racks until next use.

Hand Washing

1. Scrape waste out and presoak heavily soiled utensils before washing.
2. Fill 1st sink compartment with enough hot water and detergent to cover utensils.
3. Fill 2nd sink compartment with hot clean water.
4. Fill 3rd sink compartment with warm water (at least 75°F) and a sanitizing solution of 1Tbsp bleach per gallon of water.
5. Scrub utensils clean in 1st sink.
6. Rinse all soap off utensils in 2nd sink.
7. Submerge clean utensils in 3rd sink for 5 seconds.
8. Air-dry all utensils on a clean non-absorbent surface.
9. Place all utensils in appropriate storage place and cover until next use.

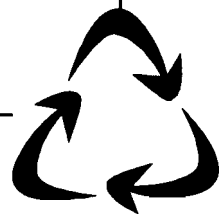
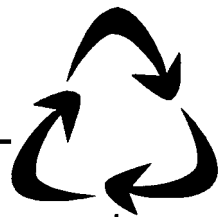
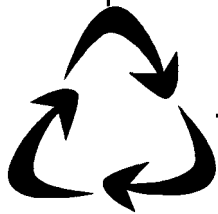


Recyclable Items

Aluminum Cans
Aluminum Foil (clean)
Aluminum Pie Plates (clean)
Corrugated Cardboard
Brown, Green, & Clear Glass
Steel Cans and Lids

Compostable Items

Breads
Cereals
Dairy Products & Egg Shells
Fruit & Pits
Meat (small pieces)
Bones (small pieces)
Vegetables
Paper Napkins
Paper Towels



Recycling and Composting Policy

1. Plan Ahead

Please read the lists of recyclables and compostables included on the next page and try to plan your meals and activities to minimize the amount of trash you will produce. Each of our retreat facilities has ample place settings for your group. **Please do not bring plastic, paper, or styrofoam cups.**

2. Recycling Process

- A. Rinse glass, metal, and plastic containers and place in containers provided.
- B. Break down cardboard boxes into two-foot squares.
- D. A Retreat Host will check recyclables at the end of your stay for compostables and trash.
- E. Take recyclables to the camp recycling center and place in appropriate container.

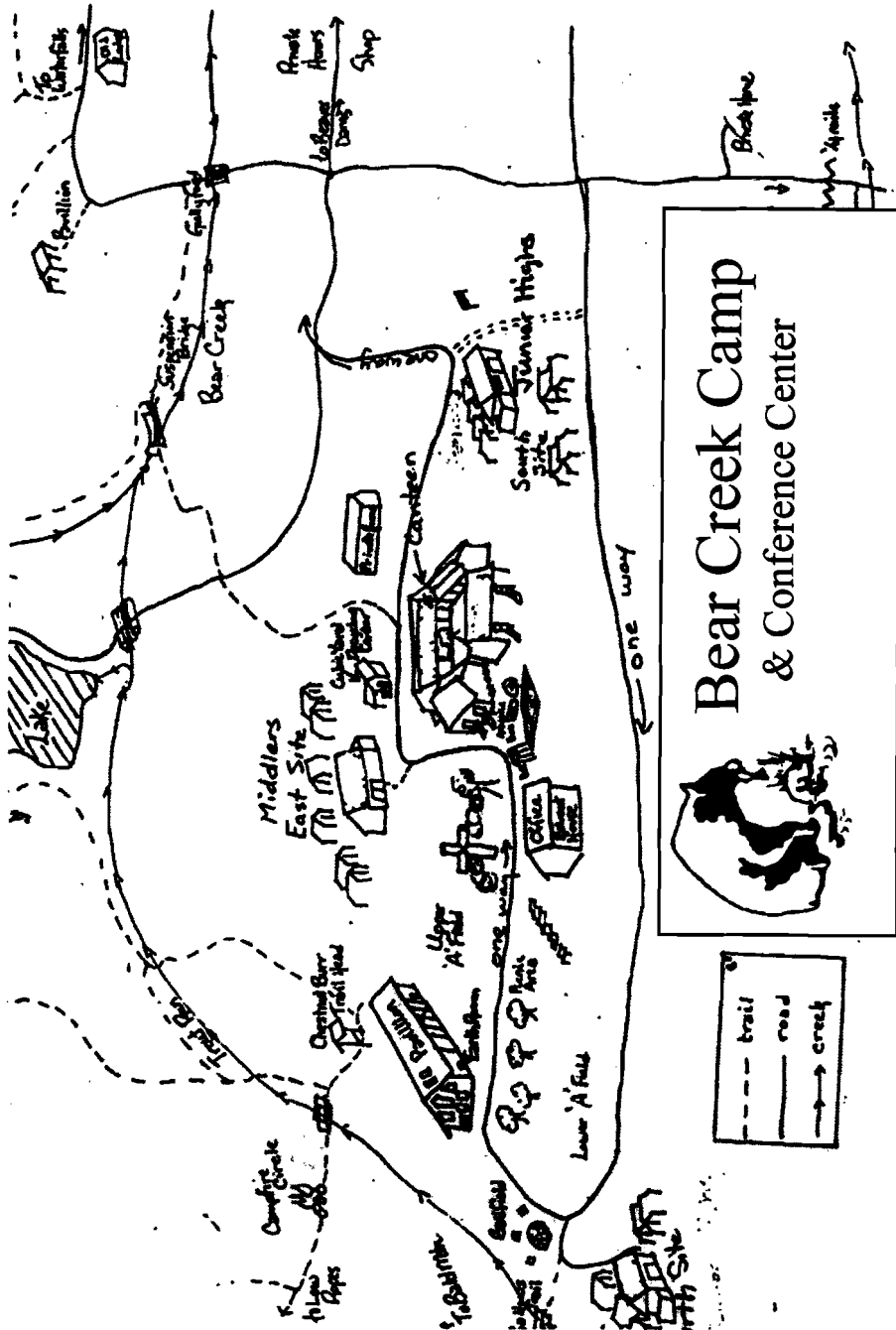
3. Composting Process

- A. Place all compostables in buckets provided.
- B. Keep compost covered when not in use.
- C. A Retreat Host will check compostables at the end of your stay for trash and recyclables.
- D. Take compost bags to the "Cubic Yard."

4. Trash Process

- A. Place all trash in bags provided.
- B. Keep trash containers covered when not in use.
- C. A Retreat Host will check trash at the end of your stay for recyclables and compostables.
- D. Take trash bags to the "Cubic Yard."

5. Please keep trash and compost containers covered when not in use.



Bear Creek Camp

Annual Events

- April**
Earth Day
Wild Women
- May**
Volunteer Work Day
Memorial Day Family Camp
Men Of Faith
- June**
Summer Camp Begins
Golf Outing
- July**
Summer Camp
Heritage Days
- August**
Summer Camp
- September**
Labor Day Family Camp
Staff Alumni Weekend
- October**
Wild Women
October Outing Family Camp
Halloween Haunts
- December**
Winter Camp — Jr/Sr High