



# Youth Leader Information Packet

*Updated 2024*

# Welcome

## Youth Leader

Twin Pines knows it is challenging to offer a retreat for your youth group and not get distracted by managing details. All you want to do is spend time ministering with your students through relationship building. Twin Pines Camp wants to help you with this challenge. We do the planning and managing of the retreat, so you do not. We secure the speaker and worship music group, plan the activities, feed you, and support you in spending time with your students to minister to them.

Twin Pines is excited to offer three Winter Thaw weekends in 2024.

**Winter Thaw-A** January 12-14, 2024

**Winter Thaw-B** January 26-28, 2024

**Winter Thaw-C** February 16-18, 2024

**Winter Thaw-D** February 23-25, 2024

The 2024's Winter Thaw theme ***Thrive***, will seek to teach how we can not only survive but to thrive by becoming more like Jesus. The speaker will look at the call made by Paul to press on in Philippians. It will be a great weekend to help your students address and examine the doubts they have and hopefully desire to pursue to discover God's answers to their questions.

---

## Contents

Retreat Rate .....	3
Group Registration.....	3
Payment Schedule .....	4
CANCELLATION POLICY .....	4
Medical Information .....	5
Food Restrictions/Allergies.....	5
Packing List.....	5
Available Activities.....	5
Youth Protection.....	5
<b>Leading as a Youth Leader Note</b> .....	7
Sample Retreat Schedule .....	9
Map of Twin Pines Camp .....	10

# What do Youth Leaders need to know?

## Retreat Rate

- Cost is \$130 per person, up until two weeks before your Winter Thaw 2023 weekend.
- After those two weeks, the rate goes to \$160 per person.
- This rate includes all programming, meals, and housing.

## Group Registration

There are two ways for a group to register now, online or by paper. With the Online method, Twin Pines Camp provides a code so youth can register online, and you collect all the individual payments. You make only two payments for the group to Twin Pines Camp.

With the Paper method, you, as the leader, fill out a Group Reservation Form and then the Group Registration Form, which lists all those attending Winter Thaw 2023. You collect all payments and then make two payments to Twin Pines Camp for the group.

### To Register:

-Download the Group Reservation Form available online:<https://twinpines.org/programs-events/wt2024.html>

-Mail the **Group Reservation Form** with a group down payment of \$150 (by check or credit card), which is applied to your final amount for Winter Thaw 2024.

-Provide the information which is requested about you as the youth leaders on the Group Registration Form.

-Then, fill in the information about each person attending Winter Thaw 2024.

-Tally the financial columns to know what is due for the final payment.

-The **Group Registration Form** should be postmarked or submitted by fax or email no later than two weeks before your weekend of Winter Thaw 2024.

-Any changes to people attending with your group need to be made by contacting the Twin Pines Camp office.

-Please collect all the money from those registered for Winter Thaw 2024. Then make one payment for your whole group before the Friday of your 2024 Winter Thaw.

*\*\*Note\*\* If completing the registration in the pdf, save the pdf by printing it to a pdf printer. Then check to make sure the information is saved.*

## Payment Schedule

Twin Pines accepts payment by cash, check, or credit card (Discover, Visa, MasterCard).

Only two payments are required:

1. Group down payment of \$150 submitted with your Group Registration Form or Group Reservation Form.
2. Final Payment – this total payment, less the down payment, is due by the Friday of Winter Thaw 2023.

### Registration Due Date Grid

	Winter Thaw-A	Winter Thaw-B	Winter Thaw-C	Winter Thaw-D
Group Down Payment	<b>AS SOON AS POSSIBLE TO RESERVE SPOTS FOR YOUR GROUP</b>			
Two Weeks Closing Mark <i>Before this date the retreat cost is \$130</i> <i>After this date the retreat cost is \$160</i>	December 29, 2023	January 12, 2024	February 2, 2024	February 9, 2024
Final Payment Due	January 12, 2024	January 26, 2024	February 16, 2024	February 23, 2024

## CANCELLATION POLICY

If the *group* cancels before 11 days of the Winter Thaw you plan to attend, there is no cancellation fee. However, ten days or less from the Winter Thaw you plan to attend, a cancellation is charged one-half the rate of the retreat.

If a *person* cancels before 11 days of the Winter Thaw your group plans to attend, there is no cancellation fee assessed. However, for a cancellation ten days or less before the Winter Thaw you plan to attend, the group is charged one-half the rate of the retreat. Either \$65 or \$80 dependent on registration date.

## Cancellation Date Grid

	Winter Thaw-A	Winter Thaw-B	Winter Thaw-C	Winter Thaw-C
Up to 11 days prior No Fee Full Refund	January 1, 2024	January 15, 2024	February 5, 2024	February 12, 2024
10 days or less prior Fee is Assessed Half of the retreat rate	January 2, 2024	January 16, 2024	February 6, 2024	February 13, 2024

## Medical Information

Twin Pines does not provide any medical personnel for Winter Thaw. Groups are responsible for their own First Aid/Medical care and management of youth's medications.

## Food Restrictions/Allergies

If any participant has food allergies and/or restrictions, please contact TWIN PINES at (570) 629-2411 and speak with the Assistant Director to ensure the person receives appropriate meals during the retreat. Twin Pines cannot guarantee that special foods are available without prior knowledge of restrictions or allergies.

## Packing List

Each person will need to pack the following:

Bedding- sleeping bag	Pillow	Deodorant
Wash Cloth, Towel	Soap	Toothpaste
Comb/Brush	Toothbrush	Shampoo
Winter Clothing	Boots-weather depending	Spending Money
Bible	Pen/Pencil	Winter Coat

Advise your group to check the weather for Stroudsburg, PA 18360 to know how to pack appropriately for Winter Thaw.

## Available Activities

During Free Time, various things are available at Twin Pines Camp. The list includes basketball, volleyball, noodle hockey, and more in the Gym; a GaGa Ball pit; a Snack Shop; Board Games; Hiking; Tubbing/Sledding (weather permitting); Fishing (weather permitting); Table Tennis; Video; and maybe some other surprises.

## Youth Protection

Twin Pines Camp takes the protection of youth seriously. Twin Pines stringently follows Pennsylvania Laws regarding youth protection and background checks. Because of carrying genuinely for the protection of people, Twin Pines has two requirements of groups.

1 - Each group must provide its own adult chaperones (ages 18 and older). We require one adult for every 5-6 youth, per gender.

2 -We expect that groups submit a Leader Clearance Sheet. This sheet affirms that the local church has on file ALL paperwork required by your state for youth protection for any person *over 18 and out of high school*. On the sheet, list all the people over 18 and out of high school.

There should be signatures from you, as the primary contact youth leader, as well as a person in leadership at the church (pastor, board/council member). This leadership person's signature confirms that all necessary documents are on file at the local church.

The sheet is available below on page eight.

## Some Weekend Guidelines

### **QUIET HOURS**

Quiet hours are from 11:00pm – 7:00am. Please keep noise to a minimum during this time when outside or in your room.

### **CELL PHONES & ELECTRONICS**

Twin Pines Camp policy on cell phones and electronic devices is that they are not used around the main camp area (in public view). We believe that they tend to be a distraction from the retreat experience. With that said, we understand that adult leaders may need them for various reasons (i.e., safety, keeping in touch with parents, work, and so on). If the need arises, please try your best to use them away from public view. As a leader, it is up to you to decide if your teens can use their devices in their rooms.

### **MEALS**

Please arrive for each meal on time, which will help ensure that meal times run as smoothly as possible and the meals stay warm. We will serve seconds after everyone has had the opportunity for firsts and if there is food available.

### **SLEDDING**

Sledding is available on the hill in front of Lookout lodge (behind the Twin Pines sign). Please do not let your teens sled anywhere else on camp. Twin Pines has a few tubes, which you can find on the Main Lodge porch. Please return the tubes to the porch when done tubing.

### **POND**

Unfortunately, the pond is not available for skating. Please do not allow your teens to go out onto the pond for any reason. As a rule, no one under 18 should be by the pond area without adult supervision.

### **HIKING**

You can receive a map of Twin Pines Camp trails and paths in the camp office. No one under the age of 18 is to hike without adult supervision.

### **BE AWARE**

We understand that your teens can't be in the presence of an adult leader all the time. However, please do your best to ensure you know where each of your teens are at all times throughout the weekend.

### **TIMING**

We ask for your help to stay on schedule by ensuring your teens arrives for sessions and activities on time.

### **MEAL TIME PRAYERS**

As it is difficult to gather everyone to pray before meals, we suggest you pray with your group at the activity before the meal, gather your group together before going in for the meals, pray at the tables, or remind your group to pray by themselves before the meals.

## **IMPORTANT REMINDER:**

Respect People • Protect Property • Project Safety

## **Leading as a Youth Leader Note**

The best way to impact the lives of youth is to be involved with them over the weekend.

-sit amongst them during sessions (helps to make sure all youth remain focused)

-take part, at least ensure the involvement of youth in all activities (reduces distractions from participants and those leading activities)

-“hang-out” with your youth (ministry requires times of being in their presence with no agenda and offers many insightful moments into their lives)

-stand in line and eat meals with them (ministering to youth longs for times like these, take advantage of the weekend to be with your youth as much as you can)



**TWIN  
PINES**  
CAMP, CONFERENCE  
& RETREAT CENTER  
www.twinpines.org

# *Leader Clearances Sheet*

Twin Pines Camp seeks to be prudent in protecting children and youth. To do so, Twin Pines requires that churches fill out the information below acknowledging that the local church has on file your state's required documents to protect the youth and children of your church, for any person over 18 who are not in high school.

Church: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Church Phone: (\_\_\_\_\_) \_\_\_\_\_ Contact Person: Phone: (\_\_\_\_\_) \_\_\_\_\_

The people listed below are attending Winter Thaw 2024, are over 18 and not in high school, and the church has all applicable documents on file as required by the church's state laws.

_____	_____
_____	_____
_____	_____
_____	_____

We require two signatures confirming that all documents keeping with applicable state laws to protect children and youth are on file at your church. Signatures are required by a youth group leader and a church leader (pastor, board/council member).

The undersigned people acknowledge that the above church has on file all documents following applicable state laws to protect children and youth.

\_\_\_\_\_  
Group Leader's Printed Name

\_\_\_\_\_  
Church Leader's Printed Name

\_\_\_\_\_  
Group Leader's Signature

\_\_\_\_\_  
Church Leader's Signature

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

Thank you for helping Twin Pines Camp protect the children/youth of the church.  
Submit to Twin Pines Camp at registration in the Snack Shop.



# Sample Retreat Schedule

Below is a *sample* schedule for a Winter Thaw weekend.

START TIME	END TIME	EVENT/ACTIVITY	LOCATION
<b>Friday</b>			
6:00PM	8:00PM	CHECK-IN	SNACK SHOP
8:00PM	8:30PM	Settle In	
8:30PM	9:15PM	SNACK	DINING ROOM
9:15PM	10:00PM	WELCOME, SONGS OF WORSHIP, INTRO	DORNEY LOUNGE
10:00PM	10:45PM	NIGHT ACTIVITY	GYM
11:15PM	11:45PM	CABIN TIME	CABIN ROOMS
11:45PM	7:00AM	QUIET HOURS	
<b>Saturday</b>			
8:00AM	9:00AM	BREAKFAST	DINING ROOM
9:00AM	10:15AM	SESSION #1	DORNEY LOUNGE
10:15AM	10:45AM	HUD'NECT I*	BREAKOUT LOCATIONS
11:00AM	12:00PM	MOVIE TRAILER	DORNEY LOUNGE
12:00PM	1:00PM	LUNCH	DINING ROOM
1:00PM	2:15PM	SESSION #2	DORNEY LOUNGE
2:15PM	2:45PM	HUD'NECT II*	BREAKOUT LOCATIONS
2:45PM	4:45PM	AFTERNOON FREE TIME & ACTIVITIES	
		<b>Scavenger Hunt</b>	<b>Snack Shop</b>
2:45	4:45	Snack Shop	Snack Shop
		Board Games/Big Porch Games	Main Lodge Lounge
2:45	3:45	Open Gym	Gym
		Hike	Main Lodge Porch
3:00	4:00	Gift Shop	Gift Shop
3:45	4:45	Bombardment	Gym
5:00PM	6:00PM	SUPPER	DINING ROOM
6:00PM	7:00PM	ACTIVITY	DORNEY LOUNGE
7:00PM	8:15PM	SESSION III	DORNEY LOUNGE
8:15PM	8:45PM	HUD'NECT III*	BREAKOUT LOCATIONS
8:45PM	10:00PM	EVENING FREE TIME & ACTIVITIES	
		Snack Shop	Snack Shop
		Volley Ball/Knock Out	Gym
		Comedy Video	Dorney Lounge
		Board Games/Big Porch Games	Main Lodge Lounge
10:00PM	10:45PM	Movie Trailer Showdown	DORNEY LOUNGE
10:45PM	11:00PM	CABIN TIME	CABIN ROOMS
11:00PM	7:00AM	QUIET HOURS	
<b>SUNDAY</b>			
8:00AM	9:00AM	BREAKFAST	DINING ROOM
9:00AM	10:15AM	ACTIVITY ROTATIONS	GYM
10:15AM	11:30AM	SESSION IV	DORNEY LOUNGE
11:30AM	12:00PM	ABSORB & REFLECT	BREAKOUT LOCATIONS
12:00PM	---	LUNCH	DINING ROOM

\*Hud'nect = times for your group to 'huddle' and 'connect' together as you share what God is doing in you and your group's lives.

# Map of Twin Pines Camp

