



ADULT REGISTRATION

Name: _____ Male ☐ Female ☐ Adult Sponsor ☐

Age: _____ DOB: ____/____/____ Grade this fall: _____ Parent/Guardian Name: _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Emergency Phone: _____ Email address: _____

Church Name: _____ Address: _____ City _____ State _____ Zip: _____

Pastor's Name: _____ Church phone: _____ Church email address: _____

Youth Pastor's Name: _____ Youth Pastor's Cell Phone: _____

Physician's Name: _____ Physician's Phone: _____

Physician's address: _____ City _____ State _____ Zip _____

Please list and explain any medical conditions and/or allergies: _____

Current Daily Medications: _____

Please complete the following insurance coverage information or attach a photocopy of the card's front and back:

Name of insurance company: _____ Social Security Number: _____

Employee Name: _____ Employee Social Security Number: _____

Employee Company Name and Address: _____

Group Policy Number: _____ Policy Number: _____



Authorization to Dispense Prescription Medicine (all medications must be in original prescription bottles and dispensed by Camp Medical Staff)

I authorize the medical staff of Lake Texoma Baptist Youth Camp to dispense the following prescription medicines:

Prescription Name: _____ Dosage: _____ Times: _____

Prescription Name: _____ Dosage: _____ Times: _____

Prescription Name: _____ Dosage: _____ Times: _____

Authorization for Emergency Care

I hereby authorize any physician licensed to practice in the State of Texas, and medical staff at Lake Texoma Baptist Youth Camp to provide emergency medical care and give medication to the above named camper. Any Medical Expenses incurred will be the responsibility of the above named attendee. The camp does not provide insurance.

Attendee Signature: _____ Date: _____

I acknowledge that I have read and fully agree to follow all of the rules set forth by Lake Texoma Baptist Youth Camp & Conference Center in their Rules & Codes of Conduct. If approached on a rule infraction, I will immediately endeavor to correct the infraction. I also acknowledge that my refusal to correct any infraction may lead to my dismissal from Lake Texoma Baptist Youth Camp at the discretion of the Camp Director.

Attendee Signature: _____ Date: _____

I consent to my own attendance at Lake Texoma Baptist Youth Camp & Conference Center. Photograph images and videos of participants in camp activities may be used in official Lake Texoma Baptist Youth Camp promotional literature. I/We will not hold the organization or its sponsors liable in case of sickness, injury, or loss of property. I/We give consent to receive emergency medical treatment if necessary. We also agree to abide by all camp rules and regulations.

The above named caregiver shall be authorized to consent for all medical and/or surgical treatment and/or other medical procedures (including administration of anesthesia, blood transfusions, diagnostic test, etc.), for the above named attendee, which may be required during the above named attendee's stay at camp. This consent serves as permission for treatment by any medical facility that Lake Texoma Baptist Youth Camp and its counselors deem proper and necessary.

Note: Consents are not required in emergency situations; I agree to pay for all services provided to myself while I am at camp.

Attendee Signature: _____ Date: _____



STANDARDS OF CONDUCT

Workers, whether paid or volunteer, in any ministry of Lake Texoma Baptist Youth Camp, which deals in the teaching or training of any person under the age of eighteen years old, are required to complete and sign the standard of conduct and personal information forms given by Lake Texoma Baptist Youth Camp. You must also have a certificate on file showing that you have completed the minimum class time study, and passed the required test, as required by the State of Texas, in the area of child sexual misconduct. The only exception being, if approved by the Camp Manager and Camp President, you are a worker in a Bible-believing church ministry and are invited to participate in a special service or services of Lake Texoma Baptist Youth Camp, and will not have direct contact with anyone under the age of eighteen years old. All camp workers, whether paid or volunteer, shall attend the orientation meetings each year, of the Lake Texoma Baptist Youth Camp and support and comply with the rules of sexual conduct as required by law.

Workers, whether paid or volunteer, in ministries of Lake Texoma Baptist Youth Camp are required to abstain from smoking, wearing of immodest apparel, use of alcoholic beverages or illegal drugs in any form.

Applicants, whether paid or volunteer, who are convicted child sexual offenders, or are involved in any other sexual perversion, either by act or deed, will not be allowed to acquire or maintain a position of service in Lake Texoma Baptist Youth Camp. Lake Texoma Baptist Youth Camp reserves the right to deny a position of service to any person who is infected with any communicable disease.

Workers, whether paid or volunteer, must agree with and uphold the Articles of Faith and the Lake Texoma Baptist Youth Camp Standards of Conduct as approved by the officers of Lake Texoma Baptist Youth Camp. The Constitution and By-Laws of Lake Texoma Baptist Youth Camp shall be followed as a guide for ministry and practice.

Sign: _____ Date: _____



Workers, whether paid or volunteer, shall abstain from the use of any obscene material. Pornographic movies, books, phone calls, or any other form of material, which is considered obscene or perverted, shall be abstained from and taught against.

Workers, whether paid or volunteer, may lose their position of service if they are indicted, arrested, or convicted for any crime of sexual assault, molestation, or any other felony conviction. All Workers, whether paid or volunteer, shall be questioned about their prior involvement in any of the above matters and any person who is found to be dishonest in the revelation of the above matters shall be dismissed from their duties. Any person who has a previous record of any of the above crimes shall not be considered for a position of service without the unanimous approval of the Directors of the Lake Texoma Baptist Youth Camp.

Workers, whether paid or volunteer, shall maintain a Christian testimony. All matters of dress, conversation, lifestyle and fellowship shall be judged according to the Scriptures, the Constitution, By-Laws, Standard of Conduct, and Articles of Faith of Lake Texoma Baptist Youth Camp. Any type of disagreement about any of the above mentioned testimony matters shall be settled by the Camp Directors.

Workers, whether paid or volunteer, who teach a class, of any kind, shall teach only material which has been previously approved by the Camp Director. Any material which is not scriptural in content or is not Christian in character shall not be taught. Any person who persists in any disagreement with this rule of teaching material shall be dismissed from their position.

Workers, whether paid or volunteer, who supervise an activity, of any kind, shall be required to have the activity approved by the Camp Director and the Program Director. Any activity which would allow the endangerment of a child, or disregard the rules for Sexual Conduct and Proper Contact with a child, shall be prohibited. Any person who persists in any disagreement with this rule of activities shall be dismissed from their position.

Sign: _____ Date: _____



EMERGENCY PROCEDURES

(Procedures for Responding to Disaster, Fire, Epidemic, Serious Accident, or Fatality)

Lake Texoma Baptist Youth Camp of Pottsboro, Texas

Any person, employee, volunteer, or visitor, must be familiar with the procedures for proper response in case of an emergency. These procedures must be posted in areas where they can be easily seen and read. All employees and volunteers must be familiar with these procedures and be able to direct all the campers and visitors in the event of an emergency. Failure to follow these guidelines shall be considered grounds for dismissal from any duties or offices held at Lake Texoma Baptist Youth Camp.

If the reported victim is associated with Lake Texoma Baptist Youth Camp, the Camp Director and Camp President shall make the final decision concerning contact with the person or family of the person and in making or answering any media responses. As stated in the by-laws of Lake Texoma Baptist Youth Camp, only the Camp President is authorized to make any legal statement, public or private, as spokesman for Lake Texoma Baptist Youth Camp.

MANDATORY RESPONSE PROCEDURE FOR Disaster, Epidemic, Serious Accident, or Fatality

- I. **DISASTER** – Warning will be one long horn blast.
 - A. Seek immediate shelter in the cabins. Each group must go to their assigned area.
 - B. All workers, paid or volunteer, will be responsible for getting all campers inside the dorms as quickly and safely as possible.
 - C. Verification of the total number of campers must be made immediately, by group and by total.
 - D. The Safety and Security Officer will oversee all communications with the sponsors and campers.
 - E. All campers and sponsors shall remain inside the dorms until notified otherwise.
- II. **FIRE** – Warning will be fire alarms.
 - A. Evacuation of the building should be accomplished immediately. Fire exits must be marked clearly.
 - B. All workers, paid or volunteer, will be responsible for getting all campers away from the fire danger area.
 - C. Verification of the total number of campers must be made immediately, by group and by total.



- III. EPIDEMIC – Warning made by the Camp Medical Personnel.
- A. Isolation of all infected persons shall be of the utmost importance.
 - B. All workers, paid or volunteer, will be responsible for getting all campers isolated as quickly as possible.
 - C. Verification of the total number of campers must be made immediately, by group and by total.
 - D. Camp Medical Personnel must follow state youth mandated procedures of isolation and notification.
 - E. All campers and sponsors shall remain away from the isolation area until notified otherwise.



Procedures for Response to Sexual Misconduct Allegations for Lake Texoma Baptist Youth Camp of Pottsboro, Texas

RESPONDING TO A SEXUAL MISCONDUCT ALLEGATION

Any person, employee or volunteer, accused of Sexual Misconduct shall be temporarily placed on administrative leave and removed from all job duties until the allegations are dismissed. Failure to follow these guidelines shall be considered grounds for dismissal from any duties or offices held at Lake Texoma Baptist Youth Camp.

If the reported victim is associated with Lake Texoma Baptist Youth Camp, the Camp Director or Camp President shall make the final decision concerning contact with the person or family of the person and in making or answering any media responses. As stated in the by-laws of Lake Texoma Baptist Youth Camp, only the Camp President is authorized to make any legal statement, public or private, as spokesman for Lake Texoma Baptist Youth Camp.

MANDATORY REPORTING OF SEXUAL ABUSE ALLEGATIONS

The laws of the State of Texas shall be followed first and foremost in reporting and handling any allegations of sexual abuse. It makes no difference if the allegations are witnessed personally or are firsthand allegations made by a child. Lake Texoma Baptist Youth Camp shall follow all state guidelines in reporting any sexual misconduct allegations and shall fully cooperate with local law enforcement members and their investigation process. Advice of legal counsel shall be immediately secured for the camp and all those involved in any sexual misconduct investigation. Discussion of confidential information with unauthorized persons is prohibited by law, and will be treated as a refusal to follow the Standard of Conduct of Lake Texoma Baptist Youth Camp. All available means to maintain confidentiality will be pursued.

All persons with firsthand knowledge of abuse, or reasonable cause to believe that a child is being or has been abused shall consider it their mandatory duty to report the abuse. The reporting person must immediately report the abuse to the Camp Director directly. The Camp Director then has an immediate and dual responsibility to report the abuse information received from the reporting person. **The Camp Director and the reporting person must immediately report the abuse incident to the appropriate state authority as required under state law.** If the Camp Director and the reporting person do not report the incident immediately and simultaneously, they may face legal charges and will face disciplinary actions from the camp as deemed necessary.



PROCEDURES FOR REPORTING SEXUAL MISCONDUCT

1. All procedures for staffing any class or activity or any interaction with minors shall be followed at all times. There will never be any exception to maintaining two adult supervisors in all activities.
2. Every allegation shall be taken seriously and shall be responded to as such.
3. Any minor alleging sexual abuse shall immediately be separated into a secure area with adequate adult supervision.
4. Actions should be taken to ensure that the minor is not placed back into the place where the sexual misconduct could re-occur.
5. Any person accused of sexual abuse shall immediately be removed from the presence of all minors, until the case and allegations are proven to be false. Any person found guilty of any kind of child abuse shall not be allowed to be a part of any ministry where they can have interaction with minors.
6. The reporting person shall report immediately to the Camp Director. The Camp President should be notified as soon as possible.
7. Notification to the proper law enforcement agency shall be made as soon as possible.
8. Report alleged abuse, neglect, or exploitation to DSHS and the Health and Human Services Commission's Office of Inspector General (OIG). The notification to DSHS may be done by telephone (512) 834-6773, by fax (512) 834-6707, or by email at ycml@dshts.state.tx.us. The notification to the OIG may be made online at http://www.hhs.state.tx.us/OIG/Fraud_Report_Home.shtml. If you prefer, you may use the report intake form entitled, "Internal Affairs: Texas Youth Camp Waste, Abuse and Fraud Referral Form" and fax it to the office of the Inspector General, Internal Affairs at (512) 833-6493. To reach Internal Affairs Directly call (512) 491-4023.
9. Legal representation for the minor, the camp, and the accused shall be obtained immediately.
10. Notification of the insurance company shall be made as soon as possible after the allegations are made.
11. All the details of the Texas family Code number 261.101 & 261.202, shall be followed to the detail.

I have read and understand the procedures for reporting sexual misconduct.

Signed:_____ Date:_____



CHILD CARE WORKERS EXPLANATION OF PRUDENT CONDUCT

1. All activities with children must have two adult sponsors present.
2. Don't ever hug a child in an inappropriate way, no frontal hugging.
3. Don't hold children on your lap.
4. Don't be alone with a child, if possible.
5. Don't take a child to the lake alone.
6. Don't care for young children who wet or soil their pants alone.
7. Don't ever bathe or wash children without other adults present.
8. Don't have activities with only one child present.
9. Don't exclude parents or adults from your class activities.
10. Don't hesitate to ask for help or confirmation from another adult.

I have read and understand the Child Safety Procedures for Lake Texoma Baptist Youth Camp and the Child Care Workers Explanation of Prudent Conduct.

Signed: _____ Date: _____



ADULT LEGAL CONSENT

I, _____ (print full legal name) agree to submit to the following legal requirements for Lake Texoma Baptist Youth Camp sponsors, workers, and campers who are 18 years of age and older: **Please initial the boxes to indicate your consent:** (Criminal background check and Child Protection Training are required every two years)

- ☐ Current Texas Criminal Background Check, including Sex Offender Registry
- ☐ Current successful completion of the 2006 Texas Camp managers Association Child Protection Training, Course Approval Number: YC06-001

I have read, understand and agree to the following Lake Texoma Baptist Youth Camp documents incorporated into this consent document by reference **please initial the boxers to indicate your consent:**

- ☐ Standards of Conduct
- ☐ Emergency Response Procedure
- ☐ Procedure for Response to Sexual Misconduct Allegations
- ☐ Workers Explanation of Prudent Conduct

Personal Background Information: (explain each yes answer)

1. Have you ever been convicted of a felony or a misdemeanor? _____
2. Do you presently use any kind of alcoholic beverages or illegal drugs? _____
3. Have you ever been, or are you currently being, investigated by a governmental agency for abuse? _____
4. Have you ever been accused or charged with child abuse of any kind? _____
5. Has your driver's license ever been suspended? _____
6. Are you a born again Christian? When were you saved? _____

Signature: _____ Date: _____



Background Check Information:

Full Legal Name: _____
Mobile Phone Number: _____ - _____ - _____ Date of Birth (mm/dd/yyyy): ____/____/____
Gender: _____ Race: _____
Country of Residence: _____ State: _____
Church: _____ Pastor: _____
Place of Residence over the last 5 years: (Beginning with your current address)
Address: _____ City, State, Zip: _____
Address: _____ City, State, Zip: _____
Address: _____ City, State, Zip: _____
Address: _____ City, State, Zip: _____

Is there anything that would keep you from being qualified to work with children under the age of 18? _____
(If yes, please explain):

Signature: _____ Date: _____