

2011 Camp & Retreat Planning Guide



3350 Camp Julia Road Kannapolis, NC 28083 704-938-1314
www.cedargroveretreat.com info@cedargroveretreat.com

Thank you for choosing Cedar Grove Retreat. If you have received a Rental Contract from our office please sign and return it by the date specified along with your deposit.

Although you have guaranteed a minimum amount of participants, please confirm your final count **7 days prior** to your arrival. If you feel your group has the potential to expand past the accommodations reserved for you, please contact us as early as possible.

If you have any questions about lodging, meals, activities, etc, during this planning process, please contact Judson Fields at 704-938-1314 or by email at judson.fields@cedargroveretreat.com

God bless,

Tim Caskey, Director

Financial Information

We require payment directly from the group. Because we deal directly with group organizations, not individuals, individual payments should be made to your group, not Cedar Grove Retreat.

Full payment is required prior to your departure from camp.

Cancellation and Deposit Policies

1. Deposit Summer Camp or Retreat: \$500.00 Non-Refundable/Non-Transferable
Off Season Camp or Retreat: \$400.00 Non-Refundable/Non-Transferable

2. For summer camps and retreats that are 3 or 4 nights, a 2nd deposit of \$1000 is due 60 days prior to arrival. This deposit is also non-refundable and non-transferable.

In the event that you must cancel your Camp or Retreat, Cedar Grove Retreat has established the following Cancellation Policy. You will be charged a percentage of the total guaranteed income that would have been paid if your event were not canceled. Penalties are assessed by multiplying the total charge per person by the minimum number of guests required by Cedar Grove Retreat.

Percentage of payment that you will owe if you cancel your event:

0 -45 days before your event – 75% of the guaranteed income

46-90 days before your event – 50% of the guaranteed income

91 -135 days before your event – 25% of the guaranteed income

136+ days or more before your event – 1st and 2nd deposit only

Insurance

Cedar Grove Retreat recommends written notification in the form of a certificate of insurance from the group's general liability insurance carrier naming "First Assembly Of God" as an additional insured for the duration of your retreat with a minimum coverage limit of \$1,000,000.00. This should be received by our office 2 weeks prior to your group's arrival.

Per Person Fee

Anyone over the age of 5 must pay the full camper price. This includes: Speakers, Band members, Family members, Pastors, Youth Leaders, Counselors, Babysitters, Nurses, etc.

Tips for Planning a Successful Event

Picking Your Dates

- Check your calendar to make sure your camp dates do not interfere with already scheduled church events or legal holidays.
- Bear in mind if you are planning a Fall or Spring Retreat with high school students, there are often schedule conflicts due to sporting events.
- Special interest groups are less likely to attend events that are not scheduled with care. For example: a Pastor's Retreat on a Saturday or Mother Daughter Retreats around Thanksgiving have a high risk of falling through.

Promoting Your Event

- We suggest that you start sign up 2 months prior to your event.
- When possible have key people sign up first and help with the promotion.
- Making the whole church family aware of the event that you are planning will help increase your sign up numbers.
- Be as realistic as possible when planning your numbers.

Planning Your Event

- “Activities scheduled for activities sake seldom make it.” Give your group a definite spiritual purpose for their time spent at camp.
- Bringing in a guest speaker or band is a great way to free up your leadership to minister to the group, and be refreshed.
- We have learned through many other camping ministries that it is vital for you as a leader to get a substantial up front financial commitment from every interested individual. There are so many entertainment options; in many cases unless there is a non-refundable monetary commitment whatever is most appealing at the moment will get the attention.

Sample Retreat Schedule

- We have found that the most successful camps are those in which Cedar Grove Retreat is used to its full capacity. Here is an example we hope is a help to you:

8:00 am..... Breakfast
8:45 am.....Individual quiet times throughout camp
9:00 am.....Group 1 -Challenge Course Group 2 -Paintball
12:00 pm.....Lunch
12:45 pm.....Group 2 -Challenge Course Group 1 – Paintball
4:00 pm.....Swimming
5:00 pm.....Messy game in upper field
5:30 pm.....showers/ clean up
6:30 pm.....Dinner
7:15 pm.....Free time (game room, paddleboats, canoes, volleyball)
8:00 pm.....Service
10:00 pm.....Bonfire and S’mores
11:30 pm.....Lights out

*(Just so there is no misunderstanding, Cedar Grove Retreat facilitates High Ropes, Paintball, and Swimming. Messy games, field games and services are the responsibility of the attending group.)

Challenge Course

- The Challenge Course at Cedar Grove Retreat is a great addition to any Camp or Retreat.
- The High Ropes Course is a faith building, esteem boosting exercise that you will never forget!
- The time frame for a group of 20 to go through the High Ropes Course is approximately 3 hours. Our professionally trained Staff would be happy to discuss a custom program for your group’s specific needs.
- The Low Ropes Course emphasizes teamwork, leadership, and communication.

- The Low Ropes Course is scheduled in 1 hour, 2 hour, and 3 hour increments. If desired, please check this option on your contract and talk with the office about scheduling.

Paintball

- Looking for a fun way to fill an afternoon? We have just the thing. Paintball!
- Cedar Grove Retreat will provide: 500 paintballs per person, a game referee, CO2, Paintball Gun (Tippmann Custom 98), and a face mask.
- Depending on group size, Paintball Games are approximately 3 hours long.

Activity Participation Form

Release forms are required for all overnight guests and all participants making use of the Challenge Course, Paintball, or water park activities. You can find these forms on our website, www.cedargroveretreat.com, under the "Downloads" section.

Recreational Fields

The main recreational field is a great place to plan sporting events or messy games. Soccer goals are up year round. Some balls are provided, but you are welcome to bring your own.

Lake Activities

- Access to our lake and activities needs to be scheduled.
- Please understand if there is more than one group on campus the lake time will need to be distributed evenly.
- Lake use is limited from sunrise to sunset only
- Lifejackets must be worn by ALL guests when on water park, in canoes or paddleboats.
- Children must be supervised at all times and adults should never swim alone.
- Catch and release fishing is allowed in the marked areas of the lake. Guests must bring their own equipment.
- Certified lifeguards may be available, but are not guaranteed. Adult supervision must accompany all lake activities.

Audio Visual Equipment

- Lakeview Hall is equipped with a small sound system with CD and Tape player, a projector with DVD and VHS capabilities, as well as a flat screen television.
- The Meeting Tent is equipped with sixteen channel sound board, 2 large televisions, stage, microphones, monitor, etc.

Accident Reports and First Aid

- Please report all accidents to a Cedar Grove Staff Member immediately.
- An accident report form is included in this packet. Please have several with you during your stay, and turn them in to a Staff Member at every incident.
- Cedar Grove Retreat does not provide a Camp Nurse. Please plan accordingly by packing a first aid kit, and by bringing a nurse or medical personnel when possible.

Phone Calls

Please arrange for family members to call directly to a designated cell phone. If messages are left in the office they will generally be delivered during meal times.

Meal Times

- Please give the office a final count of meals and number of those being served **7 days prior to arrival.**

- Please arrive on time for meals.

- With prior notification and planning we can accommodate most guests with special diet or food restrictions.

- Paper products are available only when Cedar Grove Retreat is providing a group's meals.

2011 Menu

Standard Menu price is \$6.00 for Breakfast, \$7.00 for Lunch, \$8.00 for Dinner

Breakfast 1 – Sausage and egg breakfast casserole, toast, fresh fruit, & cereal.

Breakfast 2 – Bacon, scrambled eggs, biscuits, grits, cereal, & fresh fruit.

Breakfast 3 – French toast sticks, oatmeal, cereal, & fruit.

Breakfast 4 – Sausage, scrambled eggs, biscuits, grits, cereal, & fresh fruit.

Breakfast 5 – Pancakes, sausage, fresh fruit & cereal.

Breakfast 6 – Biscuits & gravy, scrambled eggs, grits, cereal, & fresh fruit.

Breakfast 7 – Muffins, bagels, cinnamon rolls, cereal, & fresh fruit.

Breakfast 8 – Sausage biscuits, hash rounds, cereal, & fresh fruit.

Lunch 1 – Hamburgers, french fries, & assorted cookies.

Lunch 2 – Turkey and cheese sub sandwiches, chips, fruit, & brownies.

Lunch 3 – Hot dogs, chili, coleslaw, french fries, & ice cream.

Lunch 4 – Loaded nachos, fruit, & sherbet.

Lunch 5 – Meatball subs, french fries, fruit, & chocolate pudding.

Lunch 6 – Fried chicken tenders, french fries, fruit, & jello.

Lunch 7 – Corn dogs, tater tots, fruit, & cookies

Lunch 8 – Chicken fil-a sandwich, french fries, & Ice cream treats.

Lunch 9 – Chicken caesar salad, bread sticks, brownies.

Lunch 10 – Your choice of soup, garden salad, bread sticks, & freshly baked cookies or brownies.

Dinner 1 – BBQ chicken, baked beans, potato salad, macaroni salad, rolls & ice cream sundaes.

Dinner 2 – Taco bar, fruit, ice cream.

Dinner 3 – Fried chicken tenders, seasoned potatoes, green beans, rolls, salad, & banana pudding.

Dinner 4 – Spaghetti & meatballs, texas toast, salad, & chocolate cake.

Dinner 5 – Fried chicken breast, mashed potatoes, broccoli & cheese, rolls, salad, & strawberry pudding.

Dinner 6 – Lasagna, caesar salad, breadsticks, & chocolate éclair pudding.

Dinner 7 – Sliced turkey, mashed potatoes & gravy, peas & carrots, rolls, cranberry sauce, & pie.

Dinner 8 – Sliced ham, macaroni & cheese, green beans, rolls, salad, & peach cobbler.

Dinner 9 – Baked spaghetti, texas toast, salad, & chocolate cake.

Dinner 10 – Chicken alfredo, caesar salad, breadsticks, cake

We would be happy to consider any substitution requests. Additional fees may apply.

Meals are served with the following beverages:

Breakfast – milk, assorted juices, coffee, & water.

Lunch & Dinner – Sweet tea, fruit punch or lemonade, coffee, & water.

Snack menu

Snack 1 – Ice Cream Sundaes \$3.00

Snack 2 – Fresh baked cookies, lemonade and coffee \$2.50

Snack 3 – Chips and salsa, sherbet and lemonade \$3.00

Snack 4 – Assorted fresh fruit tray, lemonade \$3.00

Snack 5 – Vegetable tray with ranch, lemonade \$3.00

Snack 6 – Assorted whole fruit \$2.00

Snack 7 – S'mores, and hot chocolate \$1.50

Emergency Information

We want your stay at Cedar Grove to be safe and enjoyable! In case of an emergency, the information below will help you to seek treatment without delay.

- In an emergency dial 911.

- Our address is: 3350 Camp Julia Road, Kannapolis, NC 28083.

- We are in Cabarrus County.

- Directions to Northeast Medical Center: take a right out of the main entrance onto Camp Julia, take a left onto Salisbury Concord Road, take a left on Lane Street. Take 85 South to exit 58. Go towards Concord. You are now on Highway 29. Continue South on Hwy 29 approximately 1 mile. Northeast Medical Center will be on your left. Total trip time is about 10 minutes.

Suggested Packing List

Pillows, twin sheet set, blanket, and towels. (No linens are provided by Cedar Grove Retreat.)

Liquid soap

Shampoo and other toiletries

Bug spray

Flashlight

Bible

Sunscreen

Shoes (Please wear shoes at all times when walking around camp.)

Spending money

Conservative swimsuit

Long sleeve shirts and thick clothing for paintball

General Guest Information

- Adult supervision of youth is required at all times, including events involving Camp Staff.

- Please refrain from making loud noises after 11:00 pm.

- Buildings and equipment can be damaged when exposed to shaving cream. Please limit any activities involving shaving cream to the recreational field areas.

- Please notify Cedar Grove Staff when incidents occur that require medical treatment.

- No smoking is allowed in any buildings.

- No alcohol or drugs are allowed on the grounds or in buildings.
- Please help us manage our resources. By partnering with us to turn off lights, air conditioning, or heat when you are finished in a building for the day, you can help us minimize future rate increases.

Frequently Asked Questions

- **Wal Mart** is only a few minutes away. Take a left out of the driveway, take a right onto Centergrove Rd., take a left at your first light Dale Earnhart Blvd., take a right at the first light. Wal Mart is on the left.
- **The nearest gas station** is Pilot. Take a right out of the driveway, take a left onto Salisbury Concord Road, take a left onto Lane Street. Pilot will be on your right.

Clean up and Departure

Each group is responsible for the following clean up prior to departure:

- Pick up trash inside and outside
- Canoes and paddleboats should be returned to their storage areas
- Lifejackets and oars should be hung up in the boat house
- Turn off lights and air conditioners/heaters
- Please make arrangements to have the lodges checked by our Staff prior to your departure.

Book Next Years Retreat Now

- Dates are not automatically reserved for the upcoming year. Please make arrangements to secure your date for next year before you leave.

We are looking forward to serving your group! If there is anything we can do to help you through the planning process, please let us know.

CEDAR GROVE *Retreat*

Accident Report Form

To be filled out immediately and turned in to a Cedar Grove Retreat Staff Member.

Name of injured: _____ DOB: _____ Age: ____ Address:

Telephone: () - _____

Guest of Visiting Group _____ (Group Name)

Guest of Cedar Grove Event _____ (Event Name)

• Cedar Grove Staff _____ (Position) Date: ____/____/____

Time of accident: _____ am / pm

Where and how did the accident occur?

Describe the injury or illness _____

What First Aid was given?

Was the injured taken to a medical facility for further treatment? If yes where?

Accident Witness: _____ Phone #: _____ First Aid
Giver: _____ Phone #: _____ Witness to completion
of Accident Report Form: _____ Name Position

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