

SPONSOR INFORMATION

2007 Mo-Ranch Conferences

Thank you from Mo-Ranch and the 2007 Conference Planning Teams for participating in youth ministry in this way. If you have any questions, please call:

The Mo-Ranch Program Office at 1-800-460-4401 ext. 239

- The following information is provided for your use during the conference. While you are here, please feel free to stop by the Program Office if we can be of help to you! Adult sponsors play a key role in the success of each of our conferences. You are an important part of the leadership of this event!

What is expected of me as a sponsor?

- Each group must send a **minimum of one adult for every five youth**. Churches are encouraged to send sponsors of the same gender as those youth who will be participating.
- In order to maintain this ratio, adult sponsors may be asked to supervise youth from another congregation up to a maximum of five youth. Confirmation of registration is dependent on the availability of sufficient adult sponsors for each gender.
- Churches with small congregations that find it difficult to meet the sponsor/participant ratio should contact the Program Office for assistance in securing appropriate supervision for their youth.
- **Mo-Ranch has adopted the Rule of Three (2 youth and 1 adult) or (2 unrelated adults and 1 youth) to ensure safety for all guests. No adult shall be left alone with a minor; therefore, a minimum of two youth will be assigned to hotel housing when a sponsor is to share the same room. A reasonable ratio of adult workers will be maintained in each situation involving the supervision of minors. Mo-Ranch staff and volunteer directors will supervise on an ongoing basis and may make unannounced visits into classes and other program sites during the conference.**
- Sponsors are responsible for the behavior of their youth at all times.
- Sponsors are asked not to bring non-participant children to the conference.
- **Each sponsor is expected to participate fully in all conference activities and to facilitate home group devotions.**
- Sponsors are responsible for seeing that their youth attend all the activities.
- Sponsors are expected to maintain a positive attitude because it will make a difference in the atmosphere of the conference. Your attitude has a direct effect on your youth and on your own enjoyment. You are an important role model!
- **Sponsors are expected to see that youth observe afternoon rest times and lights out each night, eat regularly, drink plenty of water, and remember to use sunscreen!**
- Sponsors are expected to stay on Mo-Ranch property during the entire time of the conference.
- Sponsors will receive an information packet containing all necessary forms by March 25 or at the time of their registration if after that date.
- Sponsors are required to be cleared through a national criminal background check within 24 months prior to the conference. Churches must provide Mo-Ranch with written assurance that this has been done.
- Sponsors are encouraged to be open to all the good ways God is at work.

Arrival, Registration and Swim Check:

- Registration is from 4:00 to 6:00 p.m. on the day of arrival. Groups will be able to check into their housing facilities at 4:00 p.m. (not before). Conferences begin with dinner at 5:30 p.m. and conclude mid-morning on the day of departure.
- One adult sponsor is asked to come to the Dishman Auditorium to register your group. **Please bring all completed forms (sorted by type and alphabetized) for both youth and sponsors. Also bring copies of the “Registration and Health Information/Minor Agreement to Participate, Assumption of Risk Indemnity Agreement” and “Registration and Health Information/Adult Agreement to Participate, Assumption of Risk Indemnity Agreement” forms with you for your files.** You will receive all of your room assignments, shirts, water bottles, schedules and materials at this time.

- Youth will be asked to take a **swim check** at the pool as soon as they are registered. Please remind youth to pack swimsuits at the top of their luggage. Swimmer and non-swimmer wristbands will be issued to all participants. Wristbands act as meal tickets in the dining hall and provide security identification which lets Mo-Ranch staff know you are conference participants. Wristbands must be worn on wrist at all times.

What do I do with my group's Covenants of Conduct?

Please bring your group's Covenants to registration (**please alphabetize**). After registration, you will be asked to keep them in a safe place. If one is needed for any reason, you will be contacted.

What do I do with my group's "Agreement to Participate, Assumption of Risk and Release of Liability"?

Originals will be collected at registration. Copies remain in your files. Please keep them in a safe place. Make sure each of the sponsors from your church knows where they are being kept. If one of your youth needs medical attention, you will be contacted immediately. Mo-Ranch has lists of each person's small group and each person's lodging assignment. You must stay in the room assigned to you.

What do I need to bring with me to Mo?

- a completed Covenant of Conduct for each participant, youth and adult
- a completed "Agreement to Participate, Assumption of Risk and Release of Liability" and "Registration & Health Information" form for each participant, youth and adult
- check to see that youth forms are signed by both youth and parent or legal guardian
- a first aid kit with supplies for cuts, insect bites, sunburn, headache, nausea, diarrhea, etc.
- snacks for your group to enjoy in the evening

What do participants need to bring?

In general, participants should bring: a Bible, casual clothes, sturdy closed-toed shoes for the ropes course, bathing suit, swim towel, river shoes, sunscreen, insect repellent, flashlight, toiletries, notebook, something to read during siesta, spending money, camera, film or chip, and tennis equipment. ***Be sure to read the enclosed letter from your Conference Director suggesting other items that are important to bring!***

What do I do if one of my group members has a medical need?

Your "group" will be responsible for its own medical, first aid, and emergency care, transportation, supplies and expenses. In case of a medical emergency, you will be the one to decide to call EMS (at your expense) at 9-911 or you can transport the participant to the hospital yourself. Please notify the Program Office staff at ext. 239 during the day or the program pager, 9+792-1451 after 5 p.m.

You are encouraged to bring a first aid kit. Conference Directors are provided a first aid kit. There will also be a health officer available for emergencies during youth conferences. Determine if you can supply the necessary items from your first aid kit. During the day, please contact the registration desk by phone at "0" or send someone there. Registration staff will radio or call the proper person to meet your needs. After hours, call the program pager 9+792-1451 or call 9+238-4455 and the answering service will contact the Program staff or the Ranch staff on call. If necessary, you may contact a medical professional directly. Mo-Ranch is located at 2229 FM 1340, 11 miles from Hunt, and the phone number is 830-238-4455. If you notify medical professionals yourself, please let a member of the Mo-Ranch staff know so that they may be of assistance.

What do I do if I have a non-medical need?

Report your concerns to Program Office staff at the daily sponsor meeting. During the day, contact the registration desk by phone at "0" or in person. They will convey your need to the proper person to help you. If your need is after hours and cannot wait until morning, please call 9+238-4455. The answering service will contact the Program pager 792-1451 or staff on duty, who will help you.

Please Remember: Groups stay at Mo at all times, so bring snacks with you!

Everyone is expected to honor the schedule.

Everyone is expected to be respectful of Mo-Ranch property and the property of others.

The Program Office staff is here to help you in any way they can!