



Mary Help of Christians Pastoral Center

Helping young people fall in love with Jesus Christ & His Church.

To our school representatives:

Thank you for answering the call to develop and minister to the seventh graders of our Diocese at Camp Magis. The Mary Help of Christians Pastoral Center is busy preparing for your school's arrival and we are excited to welcome you and your seventh graders soon!

To ensure that you are prepared for your time at camp, we have enclosed several documents with various degrees of time sensitivity. A brief description of each document and what action is required on your part with them follows:

- **Consent/Liability Forms for students and chaperones:** All students and chaperone must have a completed form on hand during Camp Magis that we will keep. Please send these prior to your session or bring them with you on your arrival at Camp Magis. If you need a copy to keep for your school (recommended), *please make the copies ahead of time.*
- **Chaperone norms:** Each chaperone should read this over. There will be a brief chaperone orientation meeting at the start of your session of camp to explain these points in further detail and to answer any questions you might have about them.
- **Packing list:** These items are required for each camper. If campers bring any of the prohibited items on the list, they will be asked to turn them in to either the chaperones or the MHCPC staff.

These forms are available to view and print at www.mhccenter.org/camp-magis.

Student and chaperone roster form: The Student/Chaperone Roster will be completed through Google Sheets. Please fill out the "Camp Magis School Registration" form on our website (found below) so I can give access to your contact person as soon as possible. Once I have given your contact person access to your school's private roster sheet, please fill out completely **at least** two weeks before your arrival at Camp Magis.

Arrival/Departure: On the opening day of your session, please plan your travel so that your students and chaperones arrive around 11:00am. We will begin lunch at 11:30 and it is helpful to the rest of the day if you have a chance to get settled into your sleeping quarters before lunch. On the closing day of your session, we will wrap up the program and provide everyone with a "box lunch" by 12:00pm (Noon). Each school is welcome to take their lunch and get on the road, or find a nice spot to eat before loading vehicles.

Chaperone Ratio and Role: The chaperones from your school will be the primary "caregivers" to the students from your school. As such, the ratio of 1 chaperone per 8 students of the same gender is critical. They will be sleeping in proximity, taking care of health concerns, and interacting with the students during their time at Camp Magis. Our staff will assist and be present as much as possible,

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but your chaperones will be more equipped to handle the things that come up as you have ongoing relationship with the families.

Chaperone Quarters: The reality of our dorms is such that some chaperones will need to be sleep in the room with the campers. This is a normal situation and works out great as it helps the campers to actually calm down and get to sleep and not mess around during the night. There is a separate “counselor bathroom” for the chaperones to use. We will work out the details when everyone gets on site, but wanted to name the reality so chaperones can know the expectations ahead of time.

Additional Adults: If you are planning to have adults in addition to the chaperones and plan to have them stay at the Lodge, please contact us to confirm availability and cost information. These adults will not count towards your Chaperone/Student Ratio.

Priests: We have Mass on the opening evening of Camp Magis and would love to let your students have quality interaction with their priest outside of their normal setting. Please ask your priest to consider coming to celebrate Mass with us (Dinner is at 5:30pm and Mass begins at 7:10pm on the opening evening of Camp). They are welcome to join for meals and stay at the Lodge during any or all of the time of Camp Magis.

Food Allergies: If you have a student or chaperone that has special needs for food, please have the parent/chaperone contact our Hospitality Director, Teri Summerfield, directly to work through those needs as soon as possible (at least two weeks prior to arrival). Her email is hospitality@mhccenter.org.

If you have any questions about these forms or the information therein, please do not hesitate to contact us by calling 304-335-2165 or emailing jfpeterson@dwc.org.

In Christ,

Joe Peterson
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Office of Youth, Young Adult & Campus Ministry

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A ministry of the Office of Youth and Young Adult Ministry, Diocese of Wheeling-Charleston