



Youth Conference Check List

Conference _____ Dates _____

As soon as able...

- Step 1 – as soon as possible
 - Registration & Sponsor Background Check¹ form ___ Submitted emailed / faxed / mailed
 - Deposit (\$75 per participant)/ Full payment ___ Completed credit card / check
- Step 2 – submit as soon as possible and update as needed; submit a final copy 2 weeks prior to start.
 - Participant List (excel spreadsheet) ___ Submitted emailed / faxed / mailed
- Step 3 – as you receive it or all once, whichever is best for you.
 - All Adult Sponsor Paperwork ___ Submitted emailed / faxed / mailed
 - Child Protection
 - Sponsor Responsibility
 - Covenant of Conduct
 - Health Release (2 pages)
- Step 4 – as you receive it or all once, whichever is best for you.
 - All Youth Participant Paperwork ___ Submitted emailed / faxed / mailed
 - Covenant of Conduct
 - Health Release (2 pages)



¹After sponsor information is received, Mo-Ranch will issue a request via email directly to your sponsors (from the addresses you provide) for a background check and Awareness Training (Sexual Abuse Awareness Training) through MinistrySafe. Both must be completed prior to arrival.

Between registration date and arrival...

- Maintain open communication with Mo-Ranch Program Office
 - Participation increase/decrease, gender ratio changes, name changes, scholarship needs, special needs/accommodations, etc.
 - Cancellations are handled on a case-by-case situation; typically, there will be no refunds for cancellations received on or after 30 days prior to the start of the event.
 - Update Participant List (excel spreadsheet) as needed
 - Submit paperwork
 - You may submit paperwork to us as you receive it OR all at once, whichever is best for you.
 - Remember: we need a copy for our records, and you will need a printed copy on you while you are here (in the event of emergencies).

30 days prior to the start of the conference...

- Pay remaining balance ___ Completed credit card / check
 - Scholarships awarded/confirmed/applied
- Confirm your adult sponsors have completed Ministry Safe training

2 weeks prior...

- Keep an eye out for an email (“good to know prior”) from the Mo-Ranch Program Office
- Send a final edit of the Participant List (excel spreadsheet)
- Confirm all paperwork has been sent/received

General Information

Good to know beforehand

- Adult to Youth ratio
 - You will need a ratio of 1:5; 1 adult sponsor per 5 youth. The number of adult sponsors must correspond to the gender numbers in the group they are bringing. 5 boys and 3 girls would mean at least 1 male and 1 female sponsor.
 - If you do not have one sponsor of each gender, it is your responsibility to link up with another church sponsor of the needed gender.
- “Adult youth participants”/youth who are 18 years of age
 - A parent/guardian’s signature is required on the youth’s paperwork regardless of being 18.
 - If you have any questions about this policy, please contact us at 800-460-4401 ext. 246.
- Appropriate Dress
 - As noted in the Youth Conference Participant Covenant...
 - Dressing appropriately by wearing clothing that allows me to participate fully in the activity at hand, keeping in mind that I am attending a church youth conference
 - Swimsuits/trunks must fit in such a way that they stay on my body.
- Cell phone policy:
 - The Program Department operates under a “strongly encouraged no-cell phone” policy at Mo-Ranch. It states
 - “Youth are strongly encouraged not to bring a cell phone to youth conferences. Additionally, all other electronic devices are prohibited from the conference. Any participant who violates this policy through misuse can have their phone/device confiscated until the last day of the conference.”
 - Please request a copy of the official “Cell Phone Policy 2022 Mo-Ranch – Final” for specific information.
- Copies of all requested paperwork can be found at:
<https://www.moranch.org/attend-a-conference/conferences-for-youth/>
- Small Group Leaders
 - SGLs are reimbursed for travel expenses (in accordance with Mo-Ranch’s travel policy) and receive on-site lodging and meals at no cost.
 - SGLs are required to attend pre-conference training 1-2 days prior to the start of the conference.
 - For Junior High Jubilee, SGLs must be at least 18 years of age and must have completed a year of college or other life experience.
 - For Youth Celebration and Intercultural Youth Conference, SGLs must be at least 21 years of age.
 - <https://www.moranch.org/attend-a-conference/small-group-leaders/>
- What to bring:
 - Each person is encouraged to bring a bible and notebook for Small Groups.
 - Comfortable walking shoes (close-toed are required for High Ropes)
 - Casual Clothing
 - Toiletries: toothbrush, toothpaste, deodorant, soap, shampoo/conditioner.
 - Flashlight
 - Refillable water bottle
 - Sunscreen/sunglasses/hat
 - Insect repellent
 - Spending money
 - Sheets, pillows, blankets, and room towels are provided in each housing unit.
 - Swim towels are provided at the river and the pool.

General Information

Arrival

- Check-in **begins at 4:00 p.m.** in the Wynne-Flato Parking lot until 5:15 p.m.
 - Housing facilities are **not** available prior to 4 p.m.
 - In order to manage a smooth check-in process – do your best to arrive during the times above.
 - If you arrive after 5:15 p.m. go to the Mabee Registration Building and staff will get you checked in.
- **Church sponsors** when you arrive:
 - Check-in your groups with program/conference staff
 - Confirm/finalize any group paperwork concerns
 - Get housing keys, schedules, and other conference items
 - Go to housing, unload belongings as time allows
 - Go to swim check!
- Swim check
 - Every youth participant and at least one sponsor must check-in at swim check
 - Youth will be given the option to participate in the swim check or opt-out
 - Please note this is not a swim test and should not be viewed as a pass/fail situation.
 - This is an opportunity for a Mo-Ranch lifeguard to categorize the youth's swimming ability according to our standards. A few requests such as treading water and swim a set distance without stopping or help, etc. will be asked of each youth.
 - Once this is complete, youth who do not meet Mo-Ranch requirements or choose to opt-out of the swim check will be given a wristband to serve as a sign for other lifeguards and Mo-Ranch staff to know when a life jacket needs to be worn in different water activities.
 - Swim check is a scheduled event, please use your best efforts to have the whole group there and within the time frame given.
 - Any "make-up" swim checks will be given the following day at the river.
 - Adult sponsors are not required to take the swim check
- The time between swim check and dinner is time to use at your group's discretion.
 - Dinner is from 5:30-7 p.m.
 - Be sure to check your conference schedule to note when the first schedule event begins and aim to be on time for the fun!
- Electronics
 - Beginning with the 2022 conference season, youth conference participants are strongly encouraged not to bring any electronic devices to Mo-Ranch. If a participant brings a cell phone device, they assume all liability and may only be in possession of their cell phone during approved daily 'device time', which includes only communication, no video games nor inappropriate device use. All other electronic devices are prohibited during youth conferences.

Creating a more Healthy, Safe, and Present Environment

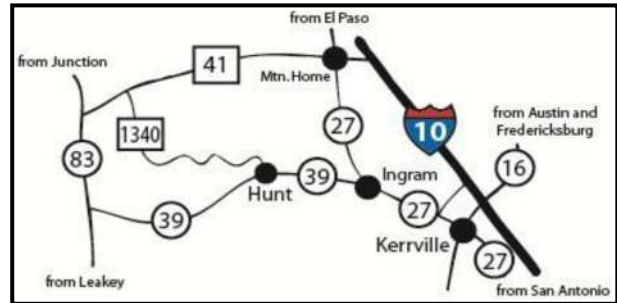
When youth exchange their electronic devices for unique experiences with other people their own age, beautiful things can happen. Authentic relationships can form, activities can be enjoyed (that don't involve screens) and memories that can last a lifetime can be made. Tech-less conferences allow kids to develop meaningful bonds with other people, face to face, instead of through a computer or telephone screen.

We ask that your youth power down, unplug, and take what we are certain is a much-needed break from the world of electronics. If you have any questions or want further clarification, please contact us. Thank you in advance for helping us provide your youth with the best experience possible.

General Information

Departure

- Housing check-out is at 11 a.m.
- If the last scheduled event is during this time, please pack up prior so we may prepare for the next group
 - Properly disposed of all trash
 - Towels/Linens: **do not mix** wet towels and dry items together
 - Return keys to the front desk, or in a main location (i.e., dining table, near entrance)
- Lunch is not provided on closing day, please consider this prior to arrival.
 - From Mo-Ranch... Kerrville is 35-40 minutes away, Junction is 50 minutes, Fredericksburg is 60 minutes



Directions to Mo-Ranch

- From **Houston** (~295 miles):
 - West on I-10 to San Antonio.
 - See “From San Antonio” below
- From **San Antonio** (~90 Miles):
 - West on IH-10 to Kerrville; take exit 508 to State Hwy 16 south into town; turn right at the Courthouse on State Hwy 27 west to Ingram; stay to the left and take State Hwy 39 west from Ingram for 6 miles to Hunt; turn right in Hunt on FM 1340 west for 11 miles; look for the Mo-Ranch sign on the left and the entrance gate on the right.
- From **Dallas/Ft. Worth** (~325 miles):
 - South on US 281 to Johnson City; turn right on US 290 west to Fredericksburg; turn left on State Hwy 16 south to Kerrville; turn right at the Courthouse on State Hwy 27 west to Ingram; stay to the left and take State Hwy 39 west for 6 miles to Hunt; turn right in Hunt on FM 1340 west for 11 miles; look for the Mo-Ranch sign on the left and the entrance gate on the right.
- From **Austin** (~130 miles):
 - West on US 290 through Johnson City; turn right on US 290 west to Fredericksburg; turn left on State Hwy 16 south to Kerrville; turn right at the Courthouse on State Hwy 27 west to Ingram; stay to the left and take State Hwy 39 west for 6 miles to Hunt; turn right in Hunt on FM 1340 west for 11 miles; look for the Mo-Ranch sign on the left and the entrance gate on the right.
- From **El Paso** (~530 miles):
 - East on IH-10 to exit 490, exit and turn right on State Hwy 41 west for about 16.5 miles; turn left on FM 1340 east for 11 miles; look for the Mo-Ranch sign on the right and the entrance gate on the left.

In case of flooding or to avoid all local towns:

Stay on IH-10 to exit 490, Mountain Home/ Rocksprings. Exit and turn right on State Hwy 41 west for about 16.5 miles; turn left on FM 1340 east for 11 miles; look for the Mo-Ranch sign on the right and the entrance gate on the left. This route is longer, but avoids the towns, low water crossings and twisty roads.

Cautionary note:

- While it is a beautiful drive to Mo-Ranch, there are several curves and low water crossings in many places, be aware of your surroundings and drive safely.
 - If heavy rain is in the forecast, please use the alternate route to Mo-Ranch.