



## Event Preparation Package Overnight Events

*Effective 1/01/08*

*This packet contains information you will need to effectively plan your time at Hickory Cove Bible Camp. It is very important for you to read and understand this information. Please pay particular attention to the enclosed "Group Information Sheet," which must be returned to us no later than **seven days** before the start of your event.*

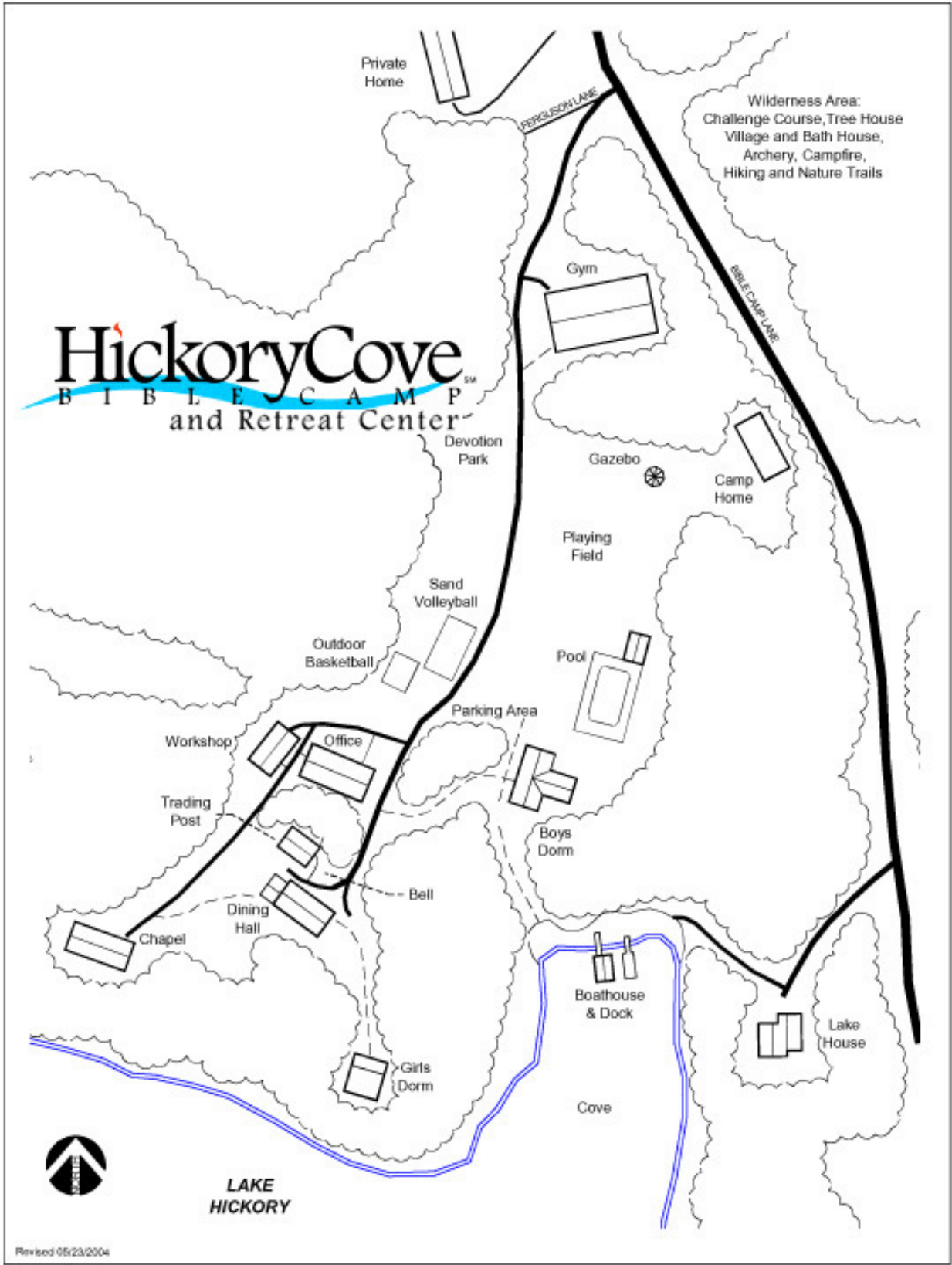
*Also included are "Release and Indemnity Agreement" and "Health History" forms. We are sending enough for every person in your group (based on the number listed on your contract), plus a few extras. Please give one set of forms to every participant in your event, including staff. If you need more copies, please make additional copies or contact us and we'll be glad to send them. All participants must complete both forms, and all forms must be given to the Guest Group Coordinator upon your arrival.*

*You will also find a map and directions that you can copy and distribute to all who need them. If you need further information, please refer to your guest group contract or contact us before your event.*

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HICKORY COVE BIBLE CAMP GROUNDS



## SCHEDULE PLANNING

According to the *Guest Group Information Brochure* and *Guest Group Contract*, all members of your group are required to attend a short Camp orientation meeting near the beginning of your event. This can be done at the end of your first meal if you prefer. Please take this into consideration when planning your schedule. Your *Guest Group Coordinator* will work with you to provide the best time for this orientation.

## SPORTS EQUIPMENT AVAILABLE

The following sports equipment is available for the use of your group:

- Playground Kickballs
- Indoor/Outdoor Basketballs
- Volleyballs
- Soccer Balls
- Footballs
- Softballs
- Bats
- Baseball Gloves
- Softballs Bases
- Tug-of-War Rope
- Cones - (Various Sizes)
- Beanbags
- Ping-Pong Table, Paddles and Balls
- Foosball Table

## TRADING POST - (Camp Store)

The Trading Post can be opened twice a day. We provide a variety of candy, drinks and snacks. We also stock Hickory Cove T-shirts, books, and other miscellaneous gifts. Please list the times that you would like the Trading Post to be opened in the section provided on your *Group Information Sheet*. Plan on camper expenditures of approximately \$1.50 per opening for snacks and a total of about \$5-25 for gifts. For camp sessions longer than a weekend, we recommend you use our voucher system for payment, because it eliminates having cash in the dorms and the daily handling of cash. Please check the box on your *Group Information Sheet* and we'll provide more details.

## ITEMS TO BRING WITH YOU

It is recommended for your personal comfort that you consider bringing the supplies listed below. There may be other items not listed that you may wish to specify for your particular group.

- Bedding, such as sleeping bags, pillows, sheets, blanket (no bedding is supplied)
- Towels, washcloths (no bath items are supplied)
- Personal Toiletries (i.e. soap, shampoo, etc.)
- Alarm Clock
- Modest clothing for both warm and cold weather
- Modest swimsuits - (May-September) (No two-piece or high-thigh cut suits, please)
- Shoes comfortable for walking/hiking
- Enough clothing (with name labels) to last for your entire camp period - no laundry facilities available
- Camera, film
- Sports Equipment (if not already available)
- Money for Trading Post purchases

## MENU PLANNING OPTIONS

Hickory Cove is pleased to provide you with the following menu options. Please select the meal combinations that you want and complete the section titled "Meal Preparation" on your **"Group Information Sheet."** A sample is shown below.

Option #	Breakfast	Lunch	Supper
1	1-B <ul style="list-style-type: none"> <li>• Scrambled Eggs</li> <li>• Bacon</li> <li>• Fruit</li> <li>• Toast, Butter, Jelly</li> </ul>	1-L <ul style="list-style-type: none"> <li>• Pepperoni, Cheese, Veggie Pizzas</li> <li>• Tossed Salad</li> <li>• Strawberry Jello</li> </ul>	1-S <ul style="list-style-type: none"> <li>• Spaghetti &amp; Meat Sauce</li> <li>• Garlic Bread</li> <li>• Lettuce Salad</li> <li>• Brownies</li> </ul>
2	2-B <ul style="list-style-type: none"> <li>• Pancakes</li> <li>• Link Sausage</li> <li>• Fresh Fruit</li> <li>• Butter/Syrup</li> </ul>	2-L <ul style="list-style-type: none"> <li>• Grilled Burgers</li> <li>• French Fries</li> <li>• Lettuce, Tomato, etc</li> <li>• Rice Krispy Treats</li> </ul>	2-S <ul style="list-style-type: none"> <li>• Lasagna</li> <li>• Bread Sticks</li> <li>• Caesar Salad</li> <li>• Orange Sherbert Cup</li> </ul>
3	3-B <ul style="list-style-type: none"> <li>• French Toast</li> <li>• Link Sausage</li> <li>• Applesauce</li> <li>• Butter, Syrup</li> </ul>	3-L <ul style="list-style-type: none"> <li>• Hot Dogs</li> <li>• Baked Beans</li> <li>• Chips</li> <li>• Cole Slaw</li> <li>• Pickles</li> <li>• Fruit</li> </ul>	3-S <ul style="list-style-type: none"> <li>• Pork BBQ</li> <li>• Baked Beans</li> <li>• Cole Slaw</li> <li>• Ice Cream Sandwiches</li> </ul>
4	4-B <ul style="list-style-type: none"> <li>• Canadian Bacon, Egg, &amp; Cheese</li> <li>• English Muffin</li> <li>• Fruit</li> <li>• Butter, Jellies</li> </ul>	4-L <ul style="list-style-type: none"> <li>• Corn Dogs</li> <li>• Veggie Tray</li> <li>• Doritos</li> <li>• Fruit</li> </ul>	4-S <ul style="list-style-type: none"> <li>• Chicken - Baked or Grilled</li> <li>• Mashed Potatoes &amp; Gravy</li> <li>• Green Peas</li> <li>• Rolls</li> <li>• Oreo Cookie Delight</li> </ul>
5	5-B <ul style="list-style-type: none"> <li>• Eggs, Sausage Patty &amp; Cheese</li> <li>• Biscuit</li> <li>• Fruit</li> <li>• Butter, Jellies</li> </ul>	5-L <ul style="list-style-type: none"> <li>• Sloppy Joes</li> <li>• Cole Slaw</li> <li>• Pickles</li> <li>• Chips</li> <li>• Fruit</li> </ul>	5-S <ul style="list-style-type: none"> <li>• Baked Ham</li> <li>• Potato Wedges</li> <li>• Carrots</li> <li>• Biscuits</li> <li>• Baked Apples</li> </ul>
6	6-B <ul style="list-style-type: none"> <li>• Breakfast Casserole</li> <li>• Hashbrowns</li> <li>• Toast, Butter, Jellies</li> <li>• Fruit</li> </ul>	6-L <ul style="list-style-type: none"> <li>• Chicken Tenders</li> <li>• Mac &amp; Cheese</li> <li>• Green Beans</li> <li>• Fruit</li> </ul>	6-S <ul style="list-style-type: none"> <li>• Cheese and Chicken Quesadillas</li> <li>• Toppings</li> <li>• Tortilla Chips and Cheese Dip</li> <li>• Raspberry Sherbert</li> </ul>
7	7-B <ul style="list-style-type: none"> <li>• Baked Oatmeal</li> <li>• Hard Boiled Eggs</li> <li>• Toast, Butter, Jelly</li> <li>• Fruit</li> </ul>	7-L <ul style="list-style-type: none"> <li>• Taco Bar</li> <li>• Refried Beans</li> <li>• Tortilla Chips &amp; Cheese Dip</li> <li>• Fruit</li> </ul>	7-S <ul style="list-style-type: none"> <li>• Pork Chops</li> <li>• Pinto Beans</li> <li>• Corn-on-the-Cob</li> <li>• Peach Cobbler</li> </ul>
8	8-B <ul style="list-style-type: none"> <li>• Continental Breakfast</li> <li>• Cereals</li> <li>• Bagels</li> <li>• Fresh Fruits</li> <li>• Muffins</li> </ul>	8-L <ul style="list-style-type: none"> <li>• Turkey &amp; Ham Sandwiches</li> <li>• Potato Chips</li> <li>• Fruit</li> </ul>	8-S <ul style="list-style-type: none"> <li>• Meatloaf</li> <li>• Mashed Potatoes &amp; Gravy</li> <li>• Broccoli with Cheese</li> <li>• Rolls</li> <li>• Fried Apple Pies</li> </ul>

### **Notes:**

1. Special options may be considered if discussed in advance with the Food Service Director.
2. Fruit, juice & coffee are served with every breakfast.
3. Fruit or dessert & drinks are served with every lunch and supper.
4. Complete your **"Group Information Sheet"** in a manner like the following example:

Sample:

<u>Date</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Supper</u>
7/5/08	5-B	2-L	1-S
7/6/08	2-B	4-L	2-S
7/7/08	3-B	1-L	3-S

## MEDICAL GUIDELINES

1. The Camp Infirmary is located in the Office building. Your licensed health care professional (EMT, LPN, RN, or MD) will be given access to this room. We recommend that your professional stay in the room just across the hall from the Infirmary.
2. North Carolina state law requires that all medications brought to Camp **must** be in their original containers. This includes both prescription medicines and over-the-counter medications. Please make sure that **all** campers and staff are aware of this law. Campers who bring medications in "daily" plastic containers or other unmarked containers will not be able to take these medications while at Hickory Cove.
3. Medications will not be available unless we are providing the licensed health care professional. However, basic supplies (such as bandages) are available to the licensed health care professional that you bring with you at no additional charge. All phones have emergency information posted next to them. Urgent transportation, which you provide, must be available at all times. Emergency transportation through 911 is available 24 hours a day. Please note that it takes emergency transportation at least 25 minutes to arrive and you are approximately 15 minutes away from the closest emergency medical center.
4. Every participant **must** fill out and turn in upon arrival signed Hickory Cove "Release & Indemnity Agreement" and "Health History" forms. Copies of the forms are provided with this package. While your group may have its own forms, we request that you use the forms we have provided unless we approve your forms at least three weeks in advance. These forms must be given to every camper and staff member well in advance of your event in order to ensure that appropriate signatures are obtained. Remember that a parent or guardian must sign for any person who has not reached his or her 18<sup>th</sup> birthday by the start of your event. All forms for your group are due upon your arrival at Camp. Any person who does not provide properly signed forms will not be allowed to remain at Camp. Forms will be kept in a secure place during your time at Camp, and will be retained on file by Hickory Cove. No personal information will be released unless required by law.
5. Any incidents or accidents that result in (or could potentially lead to) an injury, property damage, or lawsuit must be reported to your Guest Group coordinator immediately.

## EMERGENCY NUMBERS

**(The following information is posted by all telephones at Camp)**

***In Case of Emergency,***

- Push "Line 1" and Dial "911"
- Notify Camp Health Care Professional, Session Director and your guest Group Coordinator
- Control the accident area
- All calls to parents are the responsibility of the Executive Director or the Camp Health Care Professional

Fire, Police, Sheriff, Ambulance	911
Catawba Regional Medical Center - ER	828-326-3850
FRYE Emergency Room - Taylorsville	828-635-4200
Carolina Poison Center	1-800-848-6946
Family Medicine Associates - (Camp Doctor)	828-632-7076
Dentist - Howard Plant	828-632-7324
Chuck Myers - Camp Director	828-455-8134
Sylvia Mooney - Secretary	828-495-7399 or 238-5718
Keith and Beth Moore - Executive Director	828-632-0723 or 446-5322
Josh Nixon - Program Director	828-228-1696
Lauren Nixon - Trading Post Manager	704-517-2648
Charlotte Salewski - Camp Nurse	828-632-2954 or 244-6748
Wolf Salewski - Business Manager	828-632-2954 or 244-6605
Luke Thomas - Maintenance	828-632-0545 or 244-5585

## CLEANING

If you have elected to perform the full clean-up of Camp at the end of your event, you need to schedule approximately one hour for this function. Please see the *Guest Group Information Brochure* for more information. Following is a sample checklist for cleaning. This checklist is for the Boys Dorm, but cleaning in all buildings is similar. You will be provided with all checklists and cleaning agents at the appropriate time. Please contact us before your event if you have any questions.

### **SAMPLE CLEANING CHECKLIST (BOYS DORM)**

#### **Bathrooms:**

- \*Remove any camper items from showers.
- \*Clean shower walls and floor - remove any hair from drain guard
- \*Clean Sinks, Mirrors & Toilets
- \*Remove all trash to dumpster and place clean liners in trash cans
- \*SWEEP bathroom floor, then MOP bathroom floor

Note: Do not mop floors before sweeping them. Mopping of floors should be last task - do not re-enter dorm

#### **Bunkrooms & Hallway**

- \*Remove any camper items from rooms
- \*Spray mattresses with disinfectant spray and turn them on their sides to air
- \*Wipe off windowsills
- \*Remove all trash to dumpster and place clean liners in trash cans
- \*SWEEP floors then MOP floors
- \*Turn off all fans and/or lights as you exit rooms

Please remember that, if you are doing your own cooking, you must decide whether you will clean the kitchen and dining room or have Hickory Cove do it for you (at additional cost). This is true even if Hickory Cove is performing the Camp clean-up for you. Please see the *Guest Group Information Brochure* for more details. If you have any questions about this, please contact us before the beginning of your event.

## NOTES

Please use this area to make a list of any questions you may have, things to do, dates to remember, calculations, etc.

## CAMP CHECKLIST

Please use this checklist to be sure you have considered all of the items required to help us provide a pleasant and profitable session for your group.

- I have a completed Release and Indemnity form for every participant
- I have a completed Health History form for every participant
- I have sent the completed Group Information Sheet to Hickory Cove
- I have sent my Event schedule to Hickory Cove
- I have the final payment ready for Hickory Cove
- I have planned a time for the Hickory Cove welcome/orientation
- I have told my group about our plans for cleaning the Camp at the end of our session
- I am using Hickory Cove lifeguards, or I have secured lifeguards and have sent their names and a copy of their certificates to Hickory Cove
- I have secured my health care professional (EMT, LPN, RN, MD) and have sent the name and a copy of his/her certification to Hickory Cove, *or*
- I have arranged for Hickory Cove to provide health care for my group
- I am planning to have Hickory Cove open the Trading Post, and have put the open times in my schedule
- I have copied the directions and map for my drivers

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## DIRECTIONS TO HICKORY COVE BIBLE CAMP

(Please copy this page for all who will be driving)

### **From I-40 West:**

Take Exit 132 "To Conover Taylorsville 16," which takes you to light at end of exit ramp (this is Thornburg Dr. NE, but there are no signs). Take a right and continue for 1/8 mile to traffic light at Route 16, across from Tri-City Baptist Church. Turn right at light to head North toward Taylorsville. From there follow directions from Route 16 North, below.

### **From I-40 East:**

Take Exit 132 "To Conover Taylorsville 16," which takes you to light at end of exit ramp (this is Thornburg Dr. NE, but there are no signs). Take a left and continue through another traffic light. At the second traffic light you'll come to Route 16, across from Tri-City Baptist Church. Turn right at this light to head North toward Taylorsville. From there follow directions from Route 16 North, below.

### **From Route 16 North:**

Take Route 16 north until you go down a hill and cross the Catawba River at the Oxford Dam (the dam will be on your left). Immediately turn left on Wayside Church Road (if you go up the hill on Route 16, you've passed the turn). Go 7/10 mile to the stop sign and turn right (this is still Wayside Church Road). Go 3/10 mile and turn left onto Rink Dam Road. Go 1.9 miles and turn left onto Church Road (flashing yellow light). Go 8/10 mile and turn left onto Bible Camp Lane. The Camp is 6/10 mile on the right.

### **From I-77 South (Coming from Virginia) and from Wilkesboro, NC area:**

**Take I-77 south to U.S. 421. Go west about 22 miles toward the Wilkesboro area** to the intersection of Highway 16. Take Route 16 south to Taylorsville, and then take Truck Route 16 (Liledoun Road), until it dead-ends on Church Road. Turn left on Church Road. You will come to a stop sign (flashing red light) at Rink Dam Road. Continue on Church Road to the second road on your left, which is Bible Camp Lane. Turn left onto Bible Camp Lane and go 6/10 mile to the Camp entrance.

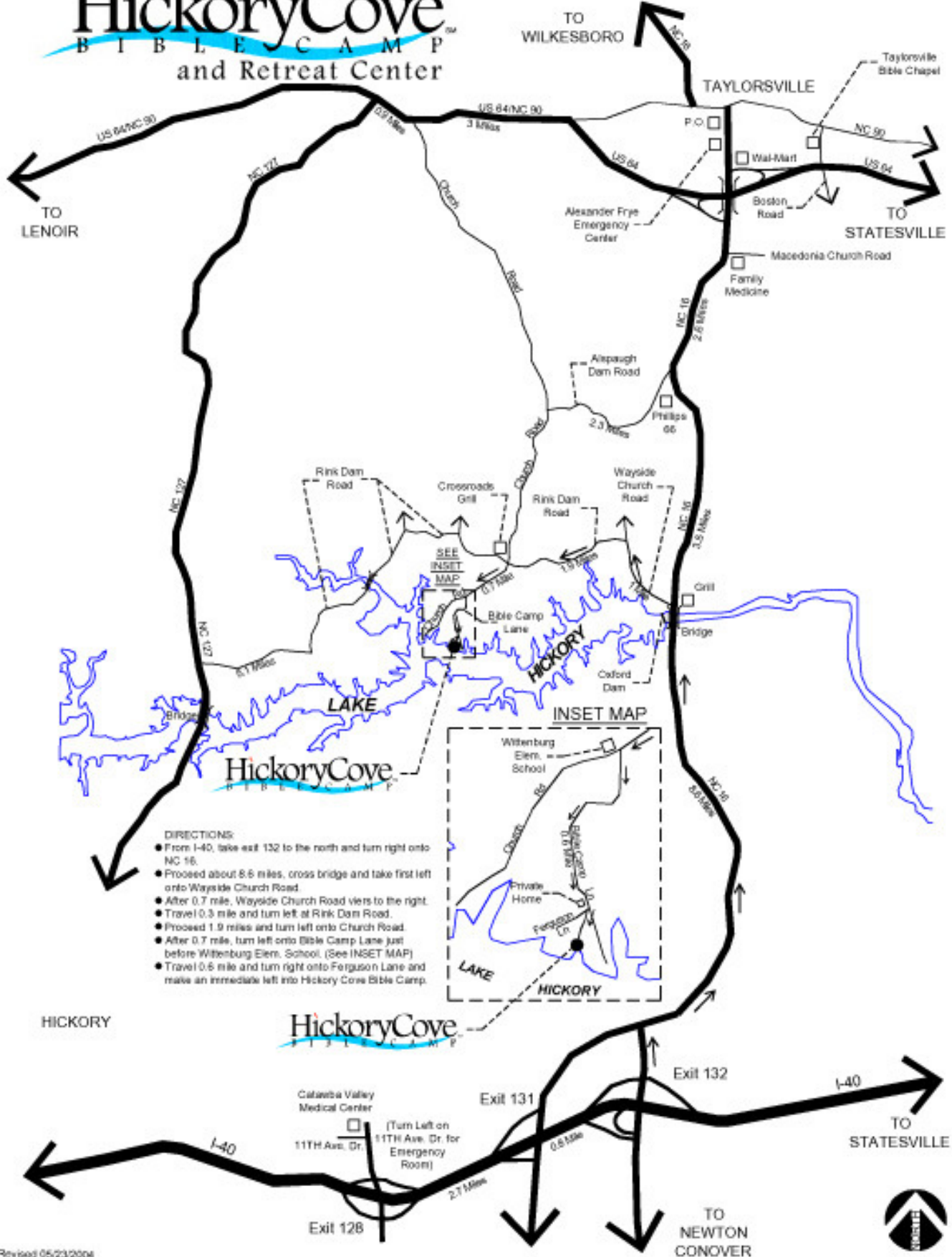
### **From Lenoir, NC:**

Take Route 18 East to Route 64. Turn right on Route 64 (Taylorsville Highway) and follow toward Taylorsville for approximately 16 miles. After passing Route 127 north of Hickory, watch for Church Road on your right. Turn right onto Church Road and follow for approximately 8 miles. You will come to a stop sign at Rink Dam Road (flashing red light). Continue on Church Road to the second road on your left, which is Bible Camp Lane. Turn left onto Bible Camp Lane and go 6/10 mile to the Camp entrance.



# HickoryCove<sup>™</sup>

BIBLE CAMP  
and Retreat Center



- DIRECTIONS:**
- From I-40, take exit 132 to the north and turn right onto NC 16.
  - Proceed about 8.6 miles, cross bridge and take first left onto Wayside Church Road.
  - After 0.7 mile, Wayside Church Road veers to the right.
  - Travel 0.3 mile and turn left at Rink Dam Road.
  - Proceed 1.9 miles and turn left onto Church Road.
  - After 0.7 mile, turn left onto Bible Camp Lane just before Wittenburg Elem. School. (See INSET MAP)
  - Travel 0.6 mile and turn right onto Ferguson Lane and make an immediate left into HickoryCove Bible Camp.

Revised 05/23/2004