

## Information Sheet on State of Texas Health Department Documentation Guidelines for Youth Camp Staff

*In making preparations for Camp Koinonia, we must be in compliance with all State of Texas Health Department Guidelines. Several of these guidelines impact each of us and anyone else in the state of Texas who is serving as a staff member at any "Youth Camp."*

Two things will require your attention.

1. Criminal Background and Sex Offender Check Form must be done every year for each staff member. If you have not already done so, go to <https://www.ministryopportunities.org/BeltonCOC> and complete the form in order to comply with Texas Health Department standards. Each staff member must pass his or her criminal background and sex offender check in order to serve at Camp K.
2. You will be required to take a Sexual Abuse Awareness course that is approved by the State of Texas and designated by Camp Koinonia. The way we are meeting this requirement is through an on-line course. An account has already been set up at Camp Application, which will allow you to log on and complete the course in about an hour. *You must complete the course in one sitting.* Here are the specifics:
  - a. Go to [www.campapplication.com](http://www.campapplication.com)
  - b. On the left-hand side of the page, select Camp Koinonia.
  - c. Enter your full name to create an account. Click "Submit".
  - d. Enter your Basic information and click "Submit" to begin.
  - e. Make sure that to pay particular attention to the "Key Learning Points" on each page as you read through the training material.
  - f. At the end of each section of training, you will be given a few test questions over the material.
  - g. Be aware that to receive credit for the course a score of 70% must be achieved on a concluding exam. Scores are not published. The camp administrator is made aware of who has completed and passed the training.

All correspondence should be sent to [admin@camp-k.org](mailto:admin@camp-k.org) or BCOC, 3003 N. Main St., Belton, TX 76513.

If you would like to read the specific statute that is referenced above you can find it by logging on to [www.henselcamp.org](http://www.henselcamp.org) and going to the Camp Director's Info page where you will find a link "Texas Health Department" at the top of the page.