



## Kicking Bear Handbook

***“Religion that God our Father accepts as pure and faultless is this: To look after orphans and widows in their distress and to keep oneself from being polluted by the world.” -James 1:27 NIV***

**Our Mission: *“To put a bow in a kid’s hand and lead their family to the Lord—one on one.”***



Kicking Bear, a registered 501(c)3 organization, is a nationwide youth outreach ministry that was founded in the year 2000 by Ray Howell and is headquartered in La Crosse, WI. We use our summer campouts, adventure days, youth hunts, and year-round mentorship to reach underprivileged and at-risk youth and to let them know that God has a purpose for them, and that purpose is good. Many of these children would never have the opportunity to experience the outdoors and the sport of archery, had it not been for Godly men and women who stepped into their lives. By encouraging others to reach outside their homes and become mentors, we can help break the cycle of fatherlessness and put dreams in these kids' hearts that will change not only their lives, but their families' lives to come.

## How do I start a Kicking Bear Program in my area?

Kicking Bear is designed to operate year-round between the camps, youth hunts, and mentorship activities and events. Because of this, it requires a commitment of a core leadership team of men or women that will champion this in their area. A typical leadership team consists of a Chairman, Treasurer, Camp and Event Leader, and Mentorship Leader. The local Kicking Bear program must be sponsored by **at least** one church or ministry in the area. Once a team of people is in place and a church or ministry has agreed to sponsor the program, Kicking Bear Base Camp will interview the team for approval.

## -----Kicking Bear Camps-----



*Sliding down the giant slip n' slide*

## What is a Kicking Bear Camp?

A Kicking Bear camp is a completely free, fun-filled, two-day family event that is open to the public. This is a great opportunity to invite community members outside of the church for a free family outing and introduce youth to archery, but more importantly, to share a salvation message with them. The camp also provides a great opportunity to promote and grow your mentorship program.

- A Kicking Bear camp traditionally lasts two days, beginning Friday evening and ending Saturday

afternoon.

- Friday evening is comprised of a camp-out along with outdoor activities and games such as the traditional marshmallow fight, bonfire, and Gospel message.
- Saturday morning consists of a mandatory safety meeting followed by instruction and shooting a 3-D archery course. There may be other activities on Saturday as time allows. The event ends with lunch and a bow giveaway on Saturday.

***ALL children must be in the care of an adult whether it be a parent/guardian, adult family member or mentor. However, the parent or legal guardian must sign the **Liability Release Form** and **Medical Release Form** (in chapter packet) for the child to be able to participate.***

## **Who Goes to a Kicking Bear Camp?**

Kicking Bear camps are open to the public, but games and activities are geared towards kids ages 5-13. It is encouraged that in promoting the event, you inform parents to “Bring their child and a child from outside of their home.” By adopting this philosophy, you will generally have a 50% ratio of at-risk kids. *Kids must be accompanied by a parent, guardian, or their mentor at all times (I.e. kids are not to be “dropped off” at the camp).* A Kicking Bear camp is a great opportunity to grow your mentorship program as well.

## **Who Does What?**

Kicking Bear Base Camp has a 3-year plan in place to support and ensure the success of Kicking Bear camps for years to come. Kicking Bear has always hosted free events and will continue to do so, so as you can guess, that does not mean it is free to host the event. The responsibilities and costs of the local Kicking Bear chapter and Kicking Bear Base Camp are stated below. It is our goal that in 3-years' time that we can equip you to successfully operate the camp on your own.

### **Year 1**

- **Kicking Bear Base Camp Responsibilities:**
  - Team of 4-5 people will be on-site
  - Supply Bows
  - Supply Hats and Shirts
  - Providing Guidance
  - Supply Tug of war
  - Setup camp with help of local volunteers
  - Conduct Safety Meeting
  - Ray will share testimony and give salvation message
  - Bring Giveaway Bow
- **Local Kicking Bear Responsibilities:**
  - Provide Food
  - Provide adequate volunteers
  - Marketing



- Provide Venue
- Post Camp Meeting with your team to recap
- **Total Estimated Cost: \$300-600**

## Year 2

- **Kicking Bear Base Camp Responsibilities:**
  - Team of 4-5 people will be on-site
  - Supply Bows
  - Providing Guidance
  - Supply Tug of war
  - Supply Hats and Shirts
- **Local Kicking Bear Responsibilities:**
  - Provide Food
  - Provide Adequate Volunteers
  - Gospel Message
  - Marketing
  - Conduct Safety Meeting
  - Provide Venue
  - Prizes
  - Post camp meeting
  - **Total Estimated Cost: \$1000-1500**

## Year 3

- **Kicking Bear Base Camp Responsibilities:**
  - One person from our team will show up to oversee
  - We will ship shirts and hats
  - We will ship bows and arrows
- **Local Kicking Bear Responsibilities:**
  - Provide your own Genesis or Mission bows or lease bows from us for event
  - Provide your own Easton Arrows or lease from us for event
  - Pay shipping cost on the shirts and hats
  - Provide Food
  - Conduct Safety Meeting
  - Gospel Message
  - Marketing
  - Provide Venue
  - Post Camp Meeting
  - **Total Estimated Cost (Them): \$2000-4000**

\*It is important to keep in mind that cost may vary dependent on size of the camp and accessibility of resources.



## Establishing a Camp Team

A camp team is to be established under the leadership of the Camp and Event Leader. Having a strong camp team is crucial to the success and organization of the event. Below you will find different areas that need to be delegated to the camp team.

1. Camp and Event Leader
  - a. In charge of safety of the camp
  - b. Making sure proper insurance coverage is in place
  - c. Host and lead camp team planning meetings
  - d. Lead and oversee all aspects of camp
2. Fundraising
  - a. Usually is the Treasurer of the local chapter
  - b. Develop of budget for the camp
  - c. Raise needed funds to host the event
3. Marketing and Advertising
  - a. Create posters and flyers
  - b. Work with local news and radio channels
  - c. Work with local organizations such as the Boys and Girls Club, Housing Authority, etc.
  - d. Manage social media
4. Event Site
  - a. Secure venue of camp
  - b. Preparation of site before event
  - c. Maintenance of site during event
  - d. Clean up after event
5. Registration
  - a. Online registration can be a huge benefit to estimating food quantity
  - b. Run booth at the camp to sign in or sign up attendees
  - c. In charge of collecting all required forms
6. Games and Activities
  - a. Coordinate marshmallow/water-balloon fight
  - b. Coordinate and lead all non-related archery games
  - c. Execution of bonfire
7. Archery & Tomahawks
  - a. Secure archery targets for the 3D course
  - b. Setup archery course
  - c. Assign volunteers to each station on course
  - d. Assign safety people to oversee the course
8. Food
  - a. Food Procurement
  - b. Food Preparations
  - c. Serving
  - d. Cleaning

## Picking a Date

In January, Kicking Bear Base Camp will send out a calendar to all Year 1 and Year 2 Kicking Bear Camps. Typical camps are on weekends between Memorial Day and Labor Day. Because the attendance of our camp team is crucial to those camps, we have to ensure that there is no overlap in dates. Dates for Year 1 and Year 2 camps are first come first serve, so it will be to your benefit to plan well ahead of time. All camp dates must be submitted to [info@kickingbear.org](mailto:info@kickingbear.org) by **March 31<sup>st</sup>**.

## In-Depth Breakdown of Camp Team Responsibilities

### Fundraising

This may be the biggest challenge of an event. Please see below for some fundraising suggestions

- Establishing a budget early will give you an idea of how much money will be needed to run the camp
- When making out the budget consider things that are a necessity versus your “wish list” of things that you would like to have and calculate the cost of each. This enables you to make realistic “cuts” depending on the actual money you have as the event draws closer.
- Do not forget about the costs of marketing your event
- There are national businesses that have been helpful to some of our local groups in the past. These may or may not help your group, but they are worth contacting. Other businesses popular in your individual areas may also contribute goods and/or money to your event. Some retail stores such as Sam’s Club have required monthly donations to local causes. It is worth reaching out these businesses well in advance. They all may not give you direct cash, but may be able to purchase goods at wholesale cost.
- Different organizations have grants that you may qualify for along with people to help you write the grant. Some state DNR’s and RMEF, with certain qualifying requirements, have grants available for equipment etc. Whitetails Unlimited also may have some grants available in your area.
- Target sponsors with similar goals and audiences. Your prospects will generally be more receptive if you show that by their sponsorship you are able to reach out to a cause that they would like to support.
- Funders are more likely to give if you approach them with a specific number in mind. The “we will take what we can get” response will likely not get you very far. The funders also like to know specifically what that money is going to be used for. The more specific the better.

Some fundraising suggestions:

- \*A banquet with raffles and games of different types
- \*Spaghetti Dinner or Pancake breakfast
- \*Golf outing
- \*Miniature Golf outing
- \*Wild Game Dinner with raffle
- \*Chili Dinner with raffle

- \*Raffle of a bow package or gun package
- \*Night at the Races
- \*50/50 Raffle
- \*Car Wash

“Ray Howell’s Kicking Bear Foundation” a 501(c)(3) non-profit organization with a federal tax ID# 84-1634016 that can be used for organizations/businesses that request a donation receipt.

## Marketing & Advertising

Strong marketing and advertising can play a huge role in the success of your event. You’d think that because it’s a free event, it wouldn’t require much of any advertising, but that is not the case. Please read the following on some tips to get the word out.

- In today’s online world, social media, specifically Facebook will be your biggest asset in advertising for an event. It is relatively inexpensive and very effective to “boost” a post on Facebook targeting a specific demographic or specific interests.
- Creating short video clips to advertise the event can be very effective. People are more likely to click on a 2-minute video than read a 2-minute article.
- Use Kicking Bear template posters and fliers to market your event
- In order to maintain brand symmetry among all of the different chapters, you **MUST** use the Kicking Bear logo that is in your shared folder in all of your marketing and promotional materials. If you are unsure that a piece of promotional material meets our guidelines, please email [info@kickingbear.org](mailto:info@kickingbear.org) for clarification.
- We must remain loyal to our sponsors so it is important to be mindful of posting pictures and video that may contain bows other than Mathews, Mission, or Genesis.
- Use local merchants to help advertise. Fliers or posters in key locations can be a great asset. Advertise where your target audiences are. Send out fliers to your local elementary schools, community sport areas, church bulletins, fitness centers, your local YMCA and other local family establishments.
- **ASK** for free advertising or signage from those that might otherwise charge. Newspaper articles, radio interviews, and news stations are also other effective options.
- In all media ventures allow stations enough time to get your announcements on. Several months lead time may be necessary.
- Handing out fliers for your event at your local elementary schools, AWANA classes, Boys and Girls Clubs, Big Brothers & Big Sisters, etc. is a very effective and inexpensive way to get the word out to your targeted age groups.
- If you or the pastor of your church is able to talk to the congregation about the event this can be very beneficial.
- **Pushing online pre-registration on all posts and promotional materials can save a ton of time during the event and can also help estimate food quantity.**
- There are many free online services that allow you to collect all of the necessary registration information. Jotform is the service that we have used in the past that has worked very well. (See registration section for more information on what form looks like).





**FREE EVENT!!**  
**2-Day KICKING BEAR CAMP-**  
**WEST SALEM 2018**  
**Friday August 3rd @ 4pm -**  
**Saturday August 4th @ 1pm**  
**Located at the Maple Grove**  
**Venues; West Salem, WI**



***Archery, fishing, bonfire, prizes, slip n slide, and more!!***

(Bring your camping gear to spend the night!! All meals and equipment for archery and games will be provided)



**PLEASE REGISTER @ [www.kickingbear.org](http://www.kickingbear.org)**

Follow our event:  @kickingbear1on1 for more info.

**Changing lives, one child at a time.**

## Event Site

The following items need to be considered when selecting a site to hold your event.

- The size of the site will determine how many people will be able to attend. Example: 100 children means approximate 200-250 total people. First year events should limit the number of children to approximately 100 or less, then gradually increase in size from year to year.
- A well-drained area for camping. Can your tent area accommodate trailers if someone wishes to bring one, or is this not an option at your site?
- Ample parking away from activity areas.
- Availability of restrooms: Are they available or will you need to rent portable facilities?
- Is potable water readily available or will you need to bring all water with you?
- A suitable location and large enough area for food preparation/cooking/grilling and serving.
- Activity area: A large, open, well-drained area or field. Additional separate activity areas may be needed depending on the type of activities your group has planned. For example, if you are having any type of novelty shoot with bows or air rifles this needs to be placed separately from the general activity field and in a safe place away from the main traffic pattern.
- Lighting for activity areas. Many activities go on after dark. Is there electricity and/or lights available or will a generator and lights be needed?
- Shelter/Pavilion: This is not required but it does allow for a place to sit and eat; a shady spot to cool off or a dry spot if raining.
- A sheltered area with a table and a few chairs for registration so papers etc. stay dry if raining. This does not need to be in addition to a shelter/pavilion only if no shelter is available.
- Are you planning a bonfire? You will need a spot away from low hanging branches and again away from the general traffic area when children may be running and playing.
- 3-D shooting course: This needs to be a separate area which is set up before the event starts.
- A group of volunteers should be assigned to maintain the cleanliness of the area during the event. Most children, with encouragement, can be rallied into helping pick up any trash that is found lying around.
- Will a dumpster be available for full garbage bags or will you need to rent one? The back of someone's pickup truck could also be used and then hauled away to an appropriate place when the event is over.
- Keeping the area clean will cut down on visiting wildlife. As most of you know, raccoons can make a mess out of a full garbage bag.
- After Friday night's marshmallow fight, have a few adults walk around with empty boxes or plastic bags while the kids pick up the remnants of the marshmallows. The kids have as much fun cleaning up the "gooey" mess as they did throwing them.
- Once the event is over, help will be needed in packing up banners, signage, bows and other equipment.
- The grounds should be left in the same condition that they were found. This reflects back on the organization as well as the ability to use the grounds for future Kicking Bear events.
- A final inspection of the entire grounds by the event committee should occur before leaving the site.

## Registration

Registration is an important part to the execution of the camp. A good registration team can bypass a lot of headaches by having accurate head counts well in advance.

### *Pre-registration*

- The biggest factor in if a family will pre-register or not is the easiness and convenience of the process. If it is a lot of paper work and a hassle to fill out, you will most likely not have good pre-registration numbers.
- Preregistration is essential in obtaining an accurate head count for food, games, t-shirts, etc.
- There are plenty of free online services that make it easy for attendees to fill out a quick form online. We have found that Jotform is the easiest to work with. You can create multiple forms for volunteer sign up and general admission. Here is the link to our form that we use for our local camp. <https://form.jotform.com/82114295945158>
- It is important to have the link to pre-register on all camp marketing materials. Remember, think easy and convenient.
- Jotform makes it easy to export all of the data into an excel spreadsheet where you can simply check people in on the day of the camp.

**\*\*\*Note:** Every child shooting the 3-D course will be required to attend the **MANDATORY SAFETY MEETING**. If they do not arrive in time for the meeting, they **WILL NOT** be able to participate in the archery shoot. **ABSOLUTELY NO ONE** will be able to register once the safety meeting has begun. **NO EXCEPTIONS!** Please make sure you stress this in all your pre-event advertisements and reiterate it during preregistration. Some participants may choose not to camp on Friday night, go home and return in the morning. These participants need to know that they must be back for the safety meeting.

### *Registration on the day of the event*

Some things you will need:

- An organized space to hand out copies of the required forms, a place for the adults to sit and fill out the forms, a table with containers to place the completed forms and to hand out wrist bands and lastly a designated place to hand out hats and t-shirts.
- This space, along with required tables, should be set up in a sheltered area such as a building, shelter or tent. This helps keep the registrars and registrants out of the sun/rain and keeps the papers from getting wet.
- Spreadsheet of all pre-registered attendees to simply check-in
- A sufficient quantity of copies of the *Kicking Bear Liability Release Form*, the *Kicking Bear Video/Photo Release Form* and the *Medical Release Form*. To keep these papers together and to ensure all three are filled out, stapling them together before handing them out is a good idea.
- A few staplers to staple the registration forms together and plenty of pens for people to fill out the required forms.
- Work with the marketing team on creating a schedule and camp map to hand out to everyone at registration. (see below)
- Please ensure you have enough volunteers to keep the registration lines moving. We don't want parents/mentors having to wait for long periods of time with kids anxious to get started on activities. Each registration may take 5-10 minutes to complete depending on the number of



children an adult is registering. This is another reason why pre-registration is so important.

- **All emails from both paper and online registrations are required to be submitted to Kicking Bear Base Camp via excel within 2 weeks after the camp.** It will save you a lot of time if the majority of participants register online.
- Some camps like to split Saturday activities into three main activities which requires the whole group to be split into three. Logistically, the easiest way to do this is to give each kid a different colored wrist band (3 colors). Then when Saturday comes, it makes it easier to split everyone up after the safety meeting.

### SAMPLE CAMP ITINERARY AND MAP



#### 2018 West Salem Camp Itinerary

##### Friday August 3<sup>rd</sup>

**\*\*Timing is tentative\*\***

4pm	Registration Open
4-6pm	Open Activities
6-7pm	Dinner
7-830pm	Camp Games
830-930pm	Campfire, & Gospel Message
930pm	Fireworks
11pm	Lights out

##### Saturday August 4<sup>th</sup>

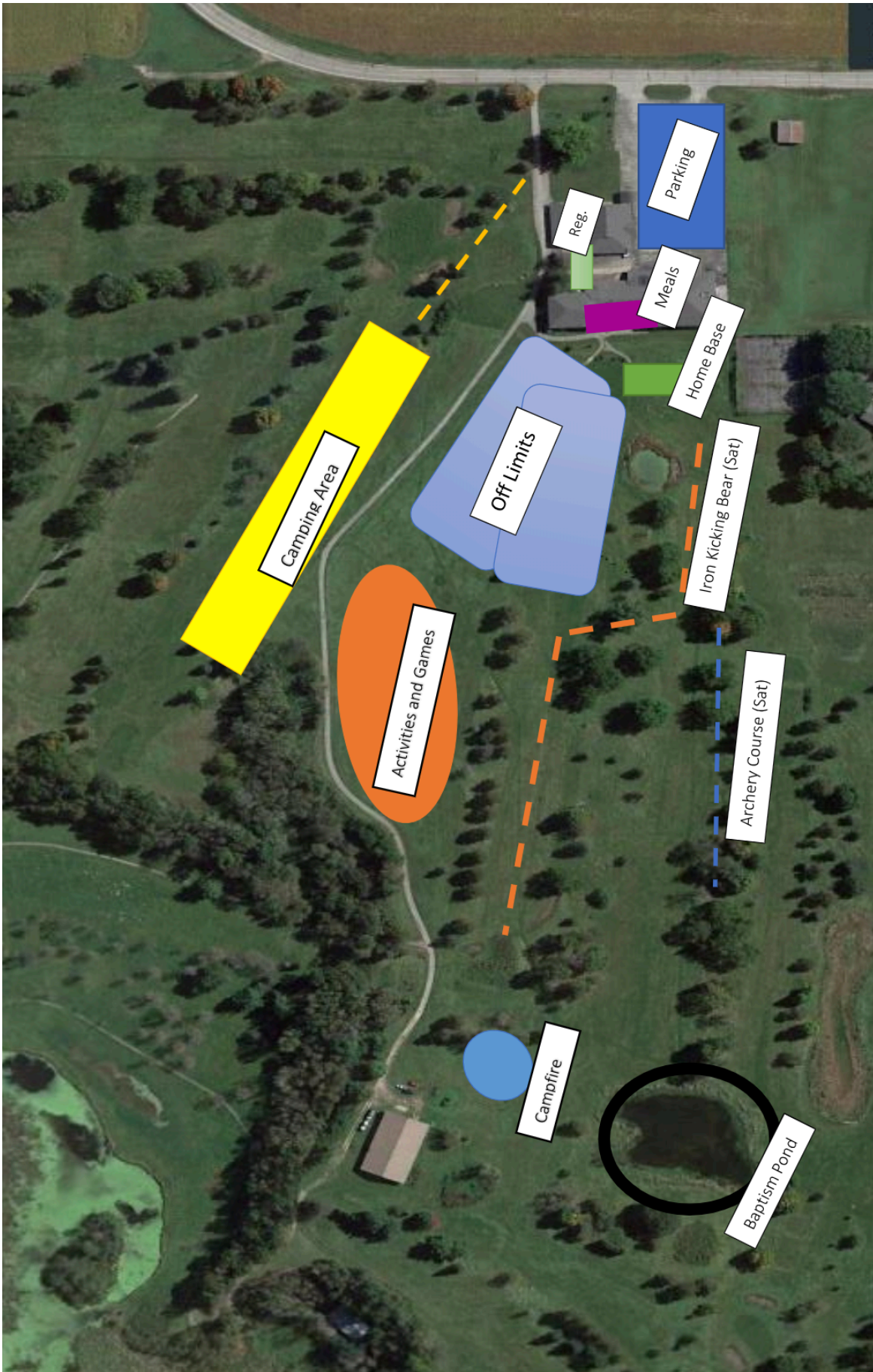
7-8am	Breakfast
8am	Open Games
8:30-9am	Mandatory Safety meeting
9-12pm	Iron Kicking Bear/3D Archery Shoot/Shotgun Shooting
12-1pm	Lunch/Bow Giveaway
1pm	Baptisms and Farewell

Please no personal campfires

No pets, alcohol, or drugs permitted

Kids must always be supervised by parents or guardians !!

Please have a great time!!



## Entertainment and Activities

When people think of Kicking Bear, they think of FUN! Having games and activities that get everyone involved and maybe even get a little muddy is what it is all about. Below is some advice on how to choose different activities.

- The entertainment and activities you decide to have at your camp are limited only by your imagination, the number of volunteers available to run and/or help with each activity and the safety of each activity.
- Some activities can be learning experiences such as animal exhibits or a demonstration on arrowhead making (flint knapping).
- The target audience is 5-13 years of age, so activities should be targeted to these age groups.
- Some activities should be planned that are geared toward the group as a whole. Other activities may be aimed at particular age groups or towards a smaller group, so that at any one time, there are a variety of things the kids can be doing. The key is to have more activities than you may think necessary especially for large groups.
- Activities should be planned for Friday afternoon/evening, early Saturday morning before the mandatory safety meeting and after the archery shoot on Saturday if time allows. Remember the focus on Saturday is the archery shoot. After the shoot, there usually isn't much time except to eat lunch and have the prize giveaways.
- If you have a large camp and are eating in shifts, then some activities should continue during dinner so that those waiting to eat have something fun to do.
- Having some activities ready to go when camp begins on Friday evening keeps the children entertained while registration is going on and people are arriving and setting up camp.
- If there are special activities planned at specific times, have an agenda written out and posted or print copies and hand them out during registration. Camp should be fun and not necessarily run on a strict time schedule, so the agenda may be in constant flux, but it will at least give everyone a rough idea on when things will be happening. Some activities may have specific times such as riflery which is only done during daylight hours.
- Depending on the size of your event site, having a map along with the agenda showing where activities will be taking place will also help parents/mentors make sure they have gotten to participate in all things you have planned.
- In deciding which activities you will have, consider what can be brought to you rather than you furnishing everything for the camp. For example, is there a gun club that will bring pellet guns, set up the area for this activity and provide the manpower to run the range? A fishing club that already has 20-30 fishing poles may be willing to lend these to you and provide members that will come and give instruction while letting the kids fish. Having "outside" volunteers allows you to have freedom to run other activities such as kick ball etc.
- It is important to get community members involved such as local law enforcement and fire departments. This can really break the barrier that some of these kids may have with law enforcement. Kicking Bear is a community event.
- Establish a "curfew" time when the activities are suspended on Friday night, lights are turned off and everyone goes to bed. One camp shows a movie on an inflatable screen which quiets everybody down and makes an easy transition to bedtime. A suggested curfew time is 11:00PM so that it really occurs by midnight.





*Sheriff and Police Dept. performing a K9 demonstration*

### *Marshmallow Fight*

Traditionally there is a “marshmallow fight” at the camps on Friday night. The quantity of marshmallow bags you will need obviously depends on the number of children, but one bag for every four to five children is a good estimate. Certain rules need to be enforced such as only throwing marshmallows below the waist. This becomes a challenge with the varying heights of children but the easiest way to help control the “fight” is to hand out bags of marshmallows to the adults (not the kids) and have them “distribute” them to the children (after throwing them at the kids first). This also keeps the adults in the mix rather than them standing on the side lines watching, and their presence usually helps to keep things under control. Also, limiting the time of the fight to 5-10 minutes helps keep things from getting out of hand. At the end of the fight, hand out plastic bags (old grocery bags work well or even the empty marshmallow bags) and have everyone pick up the marshmallows off the ground. The kids usually have as much fun picking the “gooey” marshmallows up as they did throwing them. This event usually takes place in the activities field but may also occur in other areas, so cleaning up afterward is imperative so activities can resume in the morning or later that night. Most people/kids will want to wash their hands when it is over. Having a place to wash is important especially if you had to bring in your potable water.





*The middle of an intense marshmallow fight!*

### *Bonfire*

Having a bonfire has always been a camping tradition and adds a unique enjoyment to the night. Obviously, safety is the biggest concern so it is important to have marked off distances where people can stand/sit and observe. It can be an awesome experience lighting the fire with a flaming arrow with the whole group watching. The fire can be a great time give the Gospel message as everyone is together in a group away from all other activities.



*Bonfire and fireworks to end the night*

### *Gospel Message*

This time is the most important part of a Kicking Bear Camp. It is a time when we can come to these kids' level and let them know that we are all here for a larger purpose other than shooting archery and throwing tomahawks. At Year 1 camps, Ray will share his testimony with the group. After year 1 it is required that a local person give this message. A lot of the kids and families that attend a Kicking Bear camp come from broken homes and have troubles, so it is important that the person speaking recognizes that. Topics to preach on should be related to bullying, fatherlessness, drugs & alcohol, and should end with an alter call. During the alter call, you should hand out salvation poem cards (found in camp folder). Gospel message should be a maximum of 15-20 minutes do to the attention span of kids. If applicable, this is also an opportunity to announce baptisms for Saturday and let people know of this opportunity.



*Ray sharing his testimony on Friday night by the bonfire*



### *Additional Equipment*

List of additional equipment that may be helpful:

- First Aid kit – Required
- Bug Spray – Optional
- Sun Screen – Optional
- Air horn or some type of noise maker for the shot gun start of the archery course – Required
- Bull horn for making announcements – Required
- UTV/ATV to get around the event site – Optional
- Walkie-talkies – Optional

### *Suggested Activities*

- Kickball
- Gunny sack race
- Touch football
- Hula-hoops
- Water balloon toss
- Tug-a -War
- Wagon/Hay Rides (This can also be used to transport people from place to place if your camp is spread out over a large area)
- Fireworks (As long as the safety and feasibility has been thoroughly investigated)
- Laser Tag
- Frisbee tosses
- Sling shot course (Shooting at pie plates using dog food in place of rocks)
- Fawn petting area
- Water slide
- Bounce houses
- Flu Flu shooting (shooting at Styrofoam discs)
- Air brush tattooing
- Demonstrations on: Blood hound tracking (finding someone “planted” so that the kids can follow the dog to the person)
- Police K-9 Units
- Fire & Rescue
- Army National Guard climbing wall
- DNR displays
- Caricature drawings
- Movies
- Water safety instruction with canoeing/kayaking
- Scavenger hunts
- Dunk Tank
- Medevac Helicopter demonstration

## Archery & Tomahawks

Kicking Bear was founded on the principles of sharing Christ's love through the sport of archery. Learning to shoot archery is one of the main attractions at a Kicking Bear. See below for some things to keep in mind.



### *Set Up*

Safety is the overwhelming factor in dictating where and how your course will be set up. The actual shooting lanes account for only a small portion of the total area required. Planning ahead also enables you to see how many targets you will need for your course and ample time to find them. Check with local archery or sportsman's clubs in your area, they may have targets they will lend you for the event. This is also the time to figure out the backstops for each target. Some targets will require a manmade backstop while others may utilize a natural backstop such as an embankment or shallow gully. You will also need to determine how many bales of straw will be needed to adequately cover each target and/or how many cardboard backstops will be needed with the appropriate sizes.

**REMEMBER:** *All targets need a backstop of some type to keep arrows from getting lost!*

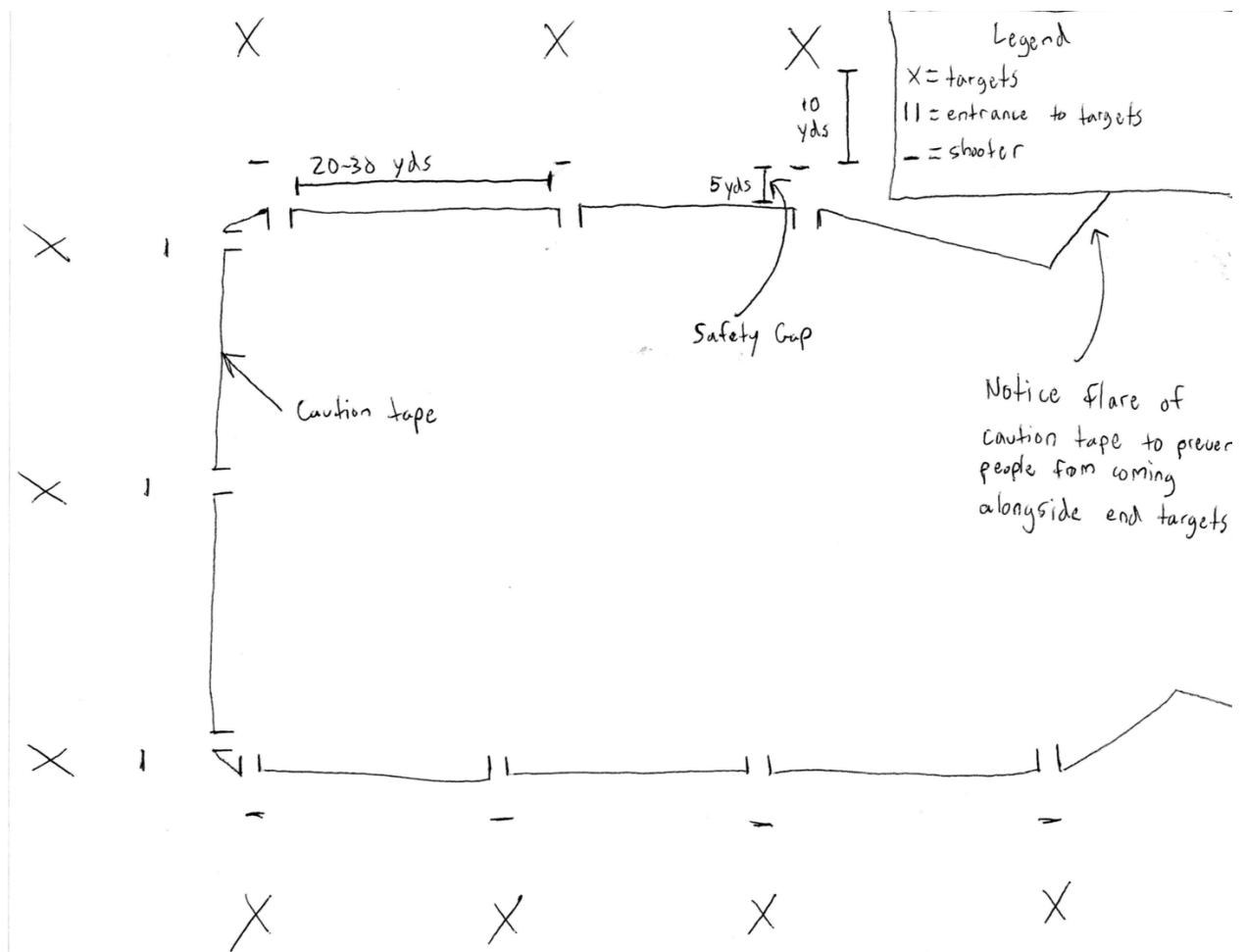
*Consider the following when deciding where to place targets:*

- Where people will be walking
- The flight of the arrow

- The previous target's orientation
- The next target's orientation

Orientation is also important because arrow retrieval from targets will be happening at different times (I.e. the person in charge of the target next to you may be retrieving arrows while you group is still shooting at yours.). Paths to and from the target should never be along the sight-line between the person shooting and the target. Any unnatural movement in the sight window can cause a “flinch” and inadvertent arrow release.

- Paths to and from targets need to be mowed, if applicable, and free of debris for safe footing. Participants should wear appropriate shoes (NO FLIP FLOPS) and may need to be reminded of this during the safety meeting.
- Clearing brush and debris surrounding the target will also help with locating arrows that have missed the target and/or backstop.
- Shooting zones and safety zones should be clearly marked off with caution tape and fence posts.
- There should only be one small entranceway to each target.
- The shooter should be a minimum of 5 yards in from the entrance way to create what we call a safety gap.



## Organizing the Shoot

- The archery shoot starts off with a mandatory safety meeting with the entire camp
- After the safety meeting, volunteers walk to their stations with bows and arrows in hand
- Most courses are setup in a fashion that kids can choose to shoot whichever target that they choose at any time.
- There should be at least one guide per target that is experience in archery and is comfortable teaching new archers
- There should also be 4 or 5 safety people that are continuously walking around and ensuring the safety of the course.
- Dependent on the line at each target, usually a kid shoots 3-5 arrows per target before they have to go to the end of the line.
- Only one kid or guide can remove arrows at a time. This prevents injury from arrow removal.
- The guide, bow, and arrows stay at the target as the kids rotate.
- No adults will be allowed to shoot on the course. This is a youth event.
- Children may bring and shoot their own bows, but they must use Kicking Bear arrows as this prevents confusion over arrow retrieval and assures kids are not walking around with both a bow and arrows. Bows must be inspected by a Kicking Bear archery leader.
- Drinking water needs to be made available throughout the course for participants as well as for the volunteers at the targets. You should also have a restroom facility available along the course.
- Archery volunteers must be alert at all times, maintaining order and rules at their target. In their excitement, kids often forget to stay behind the shooting line in the “safe” area.
- Any volunteer archer may shut down his or her lane for any safety concerns such as groups not observing rules of safety etc.

## Tomahawk Throwing

- The tomahawk station is treated as another target on the course
- The same safety gap distances apply to this
- The thrower and guide will stand **no closer than 3 yards** from the target to prevent any bounce back
- Thrower will get 3 attempts at the target, if the first two stick in the target, remove to prevent the handles from chipping.
- Close toed shoes are **REQUIRED**



*Guide teaches kid proper tomahawk form*



## *BB Gun Shooting and Wrist Rockets*

- Same distances and safety gaps apply as archery course
- One guide per shooter and a safety person
- Substantial backstop to prevent ricochet (no hard objects)
- Safety glasses required



*Guide showing kid how to aim properly*

**SAFETY, SAFETY, SAFETY!!!!**

## **Food Selection/Procurement**

Things to consider when deciding your menu:

- Sanitation is very important! The ability to keep food hot or cold may be the limiting factor on what foods you decide to serve at your event.
- Meals can be as simple or as elaborate as you want. From hamburgers /hotdogs to a pig roast for dinner and from pancakes and sausage for breakfast to cold cereal or bagels. The important thing is that nutrition is at least considered and there is food in sufficient quantities that no one goes away hungry.
- Special dietary requirements can be hard to accommodate in camp, so make sure parents know that if their child has special requirements that they should bring that food with them. Having a loaf of bread and peanut butter and jelly available is a cheap and easy way for those really “picky” eaters, but if this is not part of your regular menu, keep it aside and use only if necessary.
- What equipment will be needed to prepare the menu you decide on? If griddles/grills/stoves are required where will you get them from and what do they run on? Propane? Electric? Charcoal? Wood? Nesko pots and griddles take up a lot of electricity and will pop breakers if there are too many on one circuit. Please keep this in mind when figuring out orientation.
- What other equipment will you need?

- Pots, cooking utensils (knives, spatulas, spoons, etc.), potholders serving dishes/pans, serving utensils (spoons/tongs etc.)
- Plastic gloves for the servers to wear while dishing out food is a necessity.
- Ice chests or some type of refrigeration should be available.
- Paper products to serve the food on (plates, napkins, cups, eating utensils—more forks than spoons or knives etc.)
- Your local full-service motel/hotel may loan you (as a community service) chaffing pans or serving utensils. They also may help you with “deals” in purchasing some foods in bulk.
- When purchasing certain food items, check with the seller if you can return unopened frozen food such as hamburgers or hotdogs. This makes it easy to have as back up “just in case” you underestimated the number attending.
- Your local food distributor/store/caterer may also have an outlet for unused items. You may also contact a food pantry or shelter for the purpose of donating leftover food. This way, if you are over on quantities, especially if it has been donated to you, you have an outlet with minimal waste. Making contact prior to your event and having arrangements in place for someone to come get the leftover food or for someone to deliver it as soon as it is ready can mean the difference between usable items and waste. Having a plan for leftover food before you ask for donations may also enable you to solicit more food donations.
- Some companies may not be able to give you items, but will work a “deal” such as purchase two of something and they will donate a third.
- Check with your local restaurants also. If there are items that are “cheap” for them to purchase, such as pancake mix, they may be willing to donate them to you.





## Preparation

- Some food items can be purchased “precooked” such as hamburgers. These items cost more but may save time as they just need to be “heated” instead of “cooked” and it eliminates the worry of undercooked meat. When you have people waiting for food, you may have a tendency to “rush” the cooking process. Prepackaged potato salad or coleslaw also eliminates the worry of sanitation during preparation.
- A food distributor or caterer will know portion sizes
  - Make sure what you are serving correlates with what you decided on for a portion, (i.e. don’t use a cup to measure potato salad if you figured on a ½ cup portion).
  - If someone doesn’t want a particular food, don’t make them take it. That way, there will be some left over for the child who is still hungry.
  - Having volunteers serving the food eliminates waste and keeps “hoarding” down on items such as chips or cookies.
  - Allow everyone to have their first serving, *then* offer seconds, if food is available, to those who want more.
- You can also serve leftovers from dinner on Friday at lunch the next day, as long as items have been properly refrigerated.
- If serving fresh fruit, cutting the fruit into portion sizes also minimizes waste. Cutting bananas in half and quartering oranges and apples takes some time, but children are more likely to take a couple of orange quarters and eat them than peel and entire orange. Fruit also makes a good snack between breakfast and lunch.
  - Hint: Use a spray bottle filled with a little lemon juice mixed with water or Squirt and spray your fruit pieces to help keep them from discoloring.
- Pizza is often served for lunch at events. It doesn’t require any cooking and is easy to serve. Most camps figure on 2 slices per person. Contact your local pizza shop for prices. Most will give a discount due to the quantity that is ordered, and please don’t forget to tip the driver if they are delivered. Leftover hotdogs and hamburgers can also be served.
- Another lunch idea for a smaller group is to have a “bag” lunch with one or two options. Have a group of volunteers put them together while the children are out for morning activities. When breaking for lunch, have two lines (one for each option) and they can just grab a sack and drink and go.
- Granola bars are also an easy item to offer for a snack. Prepackaged and wrapped individually, they are a good item to send with the kids as they do their activities or even to take with them on the archery course. Again, make sure there are adequate trash cans so wrappers don’t end up on the ground.
- Check with your local “beverage” distributor. They may be able to loan a wagon for drinks with coolers in it (or extra coolers for food that can be plugged in). They may be able to offer pop or drinks to purchase at a discount or donate with the ability to return unused items. Check to see what other items they are associated with that may help you.
- If serving pop, juice, or milk consider the cost-vs.-convenience of using individual serving containers vs. pouring these beverages into cups. Have at least 1 pop/juice/drink per person per meal. You may want to offer milk only at breakfast and only make it available at other meals if someone requests it.
- Water needs to be available at all times and should also be available along the archery course.
  - Some camps buy low cost water bottles which can be customized with the Kicking Bear logo or a sponsor name. These then become part of the prize/keepsake for all participants

including both children and adults. The participants can then fill them from a proper water source as needed. This also eliminates a lot of plastic waste. A few websites have these bottles for less than \$1.00 each.

- Other camps will purchase a pallet of water bottle cases



## -----Mentorship Program-----



Let's go back to our mission statement: "To put a bow in a kid's hand and lead their family to the Lord- **One on One**". The camps are a great opportunity to get kids and their families off the streets and introduced to the Lord, but the mentorship program is where we accomplish the last part of our mission; One on One.

*"Many hunters can agree that hunting is much more than just pulling the trigger. It is the comradery, the story telling, the marshmallow roasting over the fire, the grilling out, fishing in the pond between hunts, camping out as a group, the anticipation of the hunt... THAT is what hunting is really about. On Kicking Bear youth hunts, the kids' get to put their phones away and escape reality for a fun-filled weekend in God's great outdoors among some amazing men and women. The kids that are blessed with a deer learn to show incredible respect to the animal and will feed their families for an entire year.*

*If you consider yourself an outdoorsman, I can almost guarantee there was a single person in your life mostly responsible for introducing you to hunting or fishing, whether that be your mother, father, aunt, or uncle, brother or sister. Who had to shake you out of bed when the alarm sounded bright and early, who taught you to shoot a gun, who was sitting next to you when you harvested your first animal or caught your first fish. The harsh reality is that not all youth are blessed with that person in their life. It is our mission to change that."*

*-A Kicking Bear Mentor*

## Where do I find mentors?

Getting strong Godly men and women involved as mentors is what will build the foundation of your program. Not everyone is qualified to be a mentor, so it is less of a quantity game and more of a quality game. You would be better suited having 6 or 7 Godly men and women that have a personal relationship with Jesus Christ than 50 unqualified people. All mentors must fill out a mentorship application (found in chapter packet) and must undergo an extensive background check through your sponsoring church as well as providing references. An in-person interview may be required upon your judgement. Some places to recruit men and women are listed below:

- Bible study groups
- Other small groups at church
- Other local ministries ex. Leading with Power, Women with Purpose
- Reach outside your church into other local churches
- Kicking Bear Camp attendees

## Where do I find mentees?

Kicking Bear is open to all youth, boys and girls alike, however, it is our goal to reach beyond youth within the church and serve at-risk and underprivileged kids that need us most. Believe it or not, it can actually be more difficult to find these kids than it is a quality mentor. That is usually because the people that start a Kicking Bear are men and women within the church. All mentees must have their parent or guardian fill out a mentee application (found in chapter packet). Some places to find mentees are listed below:

- Boys and Girls Club
- Big Brothers & Big Sisters
- The local housing authority
- School district staff that works with at-risk kids
- Kicking Bear Camp attendees
- Homeless and warming shelters
- Elementary Schools
- Middle Schools





## **What does the mentorship program look like?**

After finding qualified mentors and mentees, the Mentorship Leader will match up a pair. It is then the responsibility of the mentor to sign the initial Mentorship Commitment (found in chapter packet) along with the mentee and their parent or guardian. The Mentorship Commitment states that the mentor will do at least one outdoor activity per month with their mentee for a minimum time period of one year and also strive to be a spiritual mentor in that kid's life. The mentor will report back to the Mentorship Leader following each event stating the when, where, and what they did. This short message back will make sure that the mentors are being accountable for the commitment that they signed. It is easiest to make a quick form in Jotform for the mentors to fill out online. It is the goal that the bond with strengthen over a year's time period and they will choose to stay together further than one year. If not, the mentee can be paired up with a new mentor and visa versa.

## **Group Mentorship Events**

It is important to plan at least a couple group mentorship events per year. This helps build community among the mentors and mentees involved in the program and also is a great opportunity for mentors to do their monthly activity with their mentee. Not all events have to be as large as a Kicking Bear camp, but rather can be a group text sent out to all mentors saying, "My mentee \_\_\_\_\_ and I are going to go hike the bluff Saturday morning at 9:00 am, all are welcome to join." It is really up to the Mentorship Leader on how far they want to go with activities planned. The designated state youth hunts are a great opportunity to plan a group event around as there are no other people in the woods at those times and usually the times do not conflict with a mentor's hunting season. It is important to note that we are an outdoors ministry so while taking your mentee to the movies or shopping may be an awesome thing to do, we do encourage them to use the outdoors as a tool to share God's love with them. This is what differentiates us from other mentorship organizations. Some mentees may have other mentors in their life for things such as school, sports, etc.



## **Responsibilities of the Mentorship Leader**

The Mentorship Leader will determine the success of the mentorship program. Some responsibilities of the Mentorship Leader are listed below:

- Find and select qualified mentors and mentees and pair them up
- Keep the mentors accountable to their commitment
- Plan group events
- Provide spiritual guidance for both mentors and mentees
- Keep record of # of mentors/mentees, activities done, etc.