



Dear Outdoor Education Coordinator,

Thank you so much for choosing Phantom Ranch as the place to hold your Outdoor Education Retreat. We are so excited for the opportunity to partner with you and your group. Your outdoor education contract will be mailed to you and it needs to be returned with the deposit check. The following items are included to help both you and us make the outdoor education a great success:

- **Guest Policies and Registration Policies Sheets** – please read carefully and adhere to these
- **Activity Area Rules** – expectations that we have of your group concerning unstaffed activities
- **Meeting Room Information** – an in-depth description of meeting rooms
- **Outdoor Education Planning Form** – please return at least one week prior to your camp date, via email.
- **Group Schedule Form** – a sample form which may help you in scheduling your activities. Meal times are not flexible.
- **Activities Checklist** – please return at least one week prior to your camp date.
- **Snack Option List** – please return at least one week prior to your camp date.
- **Paintball Waiver Form** - please hand out copies those attending outdoor education.
- **Directions to the Camp/ Map of Camp Grounds**

The Outdoor Education Information Sheet and the Phantom Ranch Guest Policies contains important information on *What to Bring, Cabin Safety, Directions*, and our *"Good Neighbor Noise Policy."* It is very important that you read and adhere to the policies set forth in the Outdoor Education Information Sheet and Agreement Form. As per Wisconsin Health Regulations, Phantom Ranch is required to have a record (name, address, phone number) of all campers on our property. In addition, it is extremely important that you have a signed medical permission form with a brief medical history of each camper under 18 years of age.

Final payment is expected upon your arrival with a church or organizational check. If you are uncertain of your exact numbers, we encourage you to estimate at least 90% of your total made payable with a group check and we will bill you for the balance. Due to IRS regulations, we will be forced to charge sales tax of 5% if we do not receive an organization check.

It is very important that you return the enclosed forms no later than two weeks prior to your outdoor education so that we are able to facilitate your group. They can be filled out, the information saved and e-mailed or the forms can be filled out, printed and faxed to 262-363-6941. Please call us with your numbers **3 days** before your outdoor education so we can confirm cabin assignments and numbers.

We look forward to serving your group. Please call (262-363-6940) or e-mail if you have any further questions.

Brooks Gallman
Guest Group Director
brooks@phantomranch.org



REGISTRATION POLICIES

Check-in and Checkout (at the Office)

- Evening check-in time is 7:00 PM when no meal is scheduled for the first day.
- Check-in time for an outdoor education retreat with a meal on the first day is no more than two hours prior to mealtime.
- Checkout time is no later than two hours after last scheduled mealtime.
- For a nominal fee check-in and checkout times can be adjusted

Reservation Information

- Your minimum number of full-time guests will be set; this also equals your guaranteed minimum payment.
- Your maximum number of guests will be reserved at approximately 15 people more than the minimum.
- Number of cabins allotted to a group is based on group size.
- Phantom Ranch reserves the right to book multiple outdoor education groups.
- Groups are assigned one meeting room upon booking. Multiple meeting rooms can be reserved for a fee, and are dependent upon availability.
- Upon availability, groups can reserve the entire camp and all facilities with a minimum of a 150 guests.
- After receiving your reservation Phantom Ranch will send you an agreement. A signed copy of this agreement and your deposit will need to be returned within 10 days. Security Deposit is listed with the rates.

Part-Time Guest Information

- Part-time guests are allowed, however, the minimum set payment must be met before reduced rates will apply to part-time guests.
- Part-time guest fees are determined by using the closest rate for shorter time periods.
- If you are planning on a certain number or percentage of part-time guests, we will make the minimum number reflect your estimates. However, this may impact facility usage, like meeting rooms.
- In some cases we will use our individually priced breakdown for meals, overnights, and facility fee to determine a rate for a part-time guest. In all cases, it is a better deal to use a package price vs. breakdown prices.
- There will be a minimum charge of \$16.00/per day for people who use the facility but do not have any meals or overnights.

Meal and Snack Information

- Meals are served at 8:15 a.m., 12:15 p.m., and 5:30 p.m.
- A variety of snacks are available with a variety of prices. (Groups are not allowed to use the camp kitchen to prepare their own snacks)

Meeting Room Information

- Each group is assigned one meeting room.
- If your minimum number is at least 100 we will assign your group the "Hill Chapel" meeting room (seats up to 300).
- If your minimum number is at least 75 we will assign your group the "Oaks Chapel" meeting room (seats up to 150).
- If your group size is under 50 then you will be assigned the Longhorn meeting room (seats up to 80).
- Several other rooms and our dining hall are available as meeting rooms or breakout rooms.
- All large meeting rooms have audio/visual equipment. See meeting room information sheet for details.

Arrival and Departure Information

- We require that you provide us with your final numbers and a schedule of your outdoor education retreat a week prior to your arrival. We understand that there will be last minute changes, and will work with you accordingly.
- Check-in and checkout times will be listed on your agreement.



PHANTOM RANCH GUEST POLICIES

1. As per Wisconsin Health Regulations, all groups are required to have a record (name, address, phone number) of all campers on our property. These records need to be kept for 3 months past your outdoor education retreat date.
 - In addition, it is extremely important that you have a signed medical release form with a brief medical history for each camper less than 18 years of age.
 - Groups are responsible for bringing a first aid kit for minor injuries that occur. Some PRBC staff members are trained in first response and can help assist or lead an emergency situation. Please call the outdoor education retreat host to coordinate this.
 - An emergency medical clinic is located 5 miles from camp and a hospital is 20 miles away.
 - All medications that minors are required to take are to be administered by a responsible adult within your own group. Minors are not allowed to handle their own medication while they are here as stated by the state health code.
2. Good Neighbor Noise Policy -- In cooperation with our local authorities, we ask that no outside activities (that would create noise that our neighbors could hear) be scheduled after 10:30 p.m. on Sunday through Thursday night and 11:30 p.m. on Friday and Saturday night. We will strictly enforce this policy. Everyone should be in cabins or the meeting room by 11:30 p.m.
3. Cabins:
 - Cabins are checked for damage and graffiti after each weekend. Damages will be deducted from your deposit.
 - Beds are not to be moved or relocated in cabins. Extra charges will be applied if beds have to be moved back to their original location.
 - Fire extinguishers are located on the cabin porches. Groups will be charged \$150.00 per extinguishers if they are discharged in a non-emergency situation.
 - Please sweep your cabins upon departure and check for clothes and personal items.
4. Our cooks take great pride in serving delicious hot meals. We will serve the food at the stated meal times, therefore, anyone who is late might not receive hot food (or some items may run out). In deference to our staff, health codes, and to keep our costs down, we cannot continue to serve the meals for more than one half hour past the start of the meal.
5. Extra cleaning charges will be applied if food mess causes us to do unscheduled carpet cleaning.
6. The lounge closes at 11:00 p.m. Please observe this time since a staff family lives above this area.
7. The Longhorn building has additional shower facilities which all of our guests are invited to use to supplement cabin facilities.
8. Phantom Ranch will hold the deposit of all groups for three days. This will give us adequate time to check cabins for damage and/or graffiti which may have been done by the groups. Reductions in deposit are based upon damages/graffiti incurred during your group's stay. Deposits will be mailed to you after inspection of the cabins.
9. Activity areas that are open for your group to use without Phantom Ranch supervision must be supervised by a group leader. Please see the non-staff activity area rules for each specific area. Groups are expected to follow each of these rules.



NON-PRBC STAFFED ACTIVITY AREA RULES

WATERFRONT:

Open during the hours of 9-5 during your retreat. **If the gates are locked, do not enter.**

Fishing—Fishing can be done while the waterfront is open. **All fisherman/women must have proper licensees if they are over 16.**

Swimming and Boating—**A PRBC certified lifeguard must to be on duty** if any group wants to do either of these activities. Please coordinate prior to your retreat.

TUBE/TOBOGGAN/SLED HILLS:

The hills are open at any time only if there is an adult (18 years or older) supervising activities, snow permitting (check with retreat host regarding snow conditions). Only PRBC sleds/tubes/toboggans can be used. No jumps are to be made at any time. All tubes, toboggans, and sleds need to be returned to the top of each hill.

Maximum numbers per event:

Tubes - 2 people

Toboggans - 3 people

Sleds – 2 people

FIELDS/COURTS:

All PRBC fields and courts have all needed equipment for the court in a bin located at or near the court. All equipment needs to be returned to the bins after playing at the selected location.



MEETING ROOM INFORMATION

All meeting rooms have heat and air conditioning.

Meeting Rooms will be assigned based on group size and availability, and is subject to change as stated in the contract.

Chapel on the Hill: Finished in the fall of 2006, this state of the art facility will meet and exceed all of your group's needs. The Hill Chapel has seating for up to 300 people comfortably, a 24 channel mixing board, 3 microphones with stands—one of them being a boom stand, 3 music stands, direct boxes, and 2 Bose speakers with Peavey 180 subwoofers, video projector, DVD/VCR combo, VGA hook up for 2 computers, and a video output control switch. The stage size is 15' by 25' with wood flooring—**drummers please bring a mat to prevent floor scratching.** The foyer/entry way is a warm and inviting place to hang out when you are not meeting. A small meeting room for pre-session prayer time or for leadership meetings is located just off the foyer. Washrooms are also located on either side foyer.

Chapel in the Oaks: Renovated in 2004, the Oaks Chapel is a great place to hold your group's retreat. The Oaks Chapel holds approximately 150 people and is equipped a 16 channel mixing board, 3 microphones with stands - one of them being a boom stand, 3 music stands, 2 large floor speakers, 2 direct boxes a video projector, separate CD, DVD, and VHS players, and a VGA hookup for a computer. Stage size is 10' by 30' and has wood flooring—**drummers please bring a mat to prevent floor scratching.** No washrooms are available in the chapel, but are located right next to the chapel in the lounge/office building.

Longhorn: The Longhorn is a perfect meeting room for a group of 75 people or less. It is equipped with an 8 channel mixing board, a DVD/VCR combo player, a VGA a hookup for a computer, 3 microphones with stands - one of them being a boom stand, and 2 direct boxes. Stage size is 10' by 20' and has carpet flooring. There are public washrooms located in the rear of the meeting room.

Dining Hall: With two great fire places, wood floors and an inviting feeling, the dining hall turns into a cozy meeting room for your group. Tables can be moved or set aside to meet your group's needs for each session. No audio/visual equipment is permanently in the dining hall. Upon request Phantom Ranch will gladly provide a large white board, and a TV and DVD player. The dining hall must be available to reset for meals 1 hour prior to each meal, and will be converted to a meeting room 1 hour after the start of each meal. Washrooms are located just off of the main room and water and coffee is always available. The Dining Hall also has a porch and small dining room available for larger groups to use for small group breakout sessions.

Montana: Our largest cabin also doubles as a small meeting room ideal for groups of 10—20 people who want to get away and grow as a group. No audio/visual equipment is permanently set in the cabin, but a TV and DVD player are available upon request.

Lounge: Another place for smaller groups or for larger groups to have small group breakout sessions. No audio/visual equipment is permanently in the lounge. A TV and DVD player is available upon request.



OUTDOOR EDUCATION PLANNING FORM

GROUP INFORMATION

Group Name: _____

Type of Group: Adult Sr. High Jr. High Children

Numbers Breakdown: Males Females Male Leaders Female Leaders Total

Arrival Date: _____ Arrival Time: _____

Departure Date: _____ Departure Time: _____

CONTACT INFORMATION

Pre-Arrival Contact Person: _____

Phone #: _____

Email: _____

Contact Person During Outdoor Education Retreat: _____

Phone #: _____

Email: _____

FACILITY PREFERENCES

All cabins are bunk style cabins with bathrooms attached. Please list how many cabins you would like ([Cabin Layouts](#)):

| | |
|--------------------------|--------------------------|
| _____ 12 person cabins-5 | _____ 14 person cabins-5 |
| _____ total | _____ total |
| _____ 16 person cabins-1 | _____ 18 person cabins-2 |
| _____ total | _____ total |

Guest Rooms—\$40 per room for the whole time you're here.

Number of rooms: _____

Each group will get one room reserved, but it will still be \$40 to use. Additional guest rooms will be subject to availability. There are six guest rooms in total.

Rank Your Meeting Room Preferences ([Meeting Room Description](#)):

Hill Chapel _____ (seats up to 300)

Oaks Chapel _____ (seats up to 150)

Longhorn _____ (seats up to 75)

Montana Cabin _____ (cabin living room; seats 10)

NOTE: We will do our very best to meet these requests. They do not guarantee use of requested rooms. Your group is guaranteed a meeting room and cabins based on your group size.



SPECIAL NEEDS:

Is there anything else that would be helpful for us to know so we can serve you better?

Does anyone in your group have a special physical need which may require special attention? If yes, please explain and list your specific needs.

Does anyone in your group have dietary restrictions or food allergies we should be aware of? If yes, please explain and list your specific needs.

Does your group have any meal/dietary preferences?

Please return the filled out outdoor education retreat planning form 2 weeks before to your outdoor education retreat:

Phantom Ranch Bible Camp
Attn: Brooks Gallman, Guest Group Coordinator
W309 S10910 County Road I
Mukwonago, WI 53149
Fax: 262.363.6941
Email: brooks@phantomranch.org



OUTDOOR EDUCATION RETREAT SCHEDULE FORM

To assist you in making this the best outdoor education retreat possible, we have enclosed a sample schedule. It is for your benefit that a schedule be sent in advance so that your outdoor education retreat can be an enjoyable one.

- Meal times are not flexible. Please feel free to either use this schedule or make your own.
- A detailed schedule must be submitted in writing to the Ranch office at least 1 week in advance of your outdoor education retreat date. If we do not receive a schedule in advance of your arrival, we cannot guarantee all the activities you may have scheduled, such as: bonfires, paintball, horseback riding, archery, canteen, etc.
- Activities from the activities checklist that require extra fees are available in the mornings and afternoons with limited availability on Sunday's.

| TIME | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 8:15 | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast |
| | | | | | | | |
| | | | | | | | |
| 12:15 | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch |
| | | | | | | | |
| | | | | | | | |
| 5:30 | Dinner | Dinner | Dinner | Dinner | Dinner | Dinner | Dinner |
| | | | | | | | |
| | | | | | | | |
| 9:30 | Snack | Snack | Snack | Snack | Snack | Snack | Snack |
| | | | | | | | |



OUTDOOR EDUCATION RETREAT CLASS AND ACTIVITY LIST:

As part of the fee for Outdoor Education Retreats, the Ranch will teach 3 classes. This list includes the readily available classes which you, your staff, or parents might teach. The following list describes classes for which we have prepared the equipment, class outline, and class objectives. When you schedule an Outdoor Education Retreat with us, you may request any of the class outlines that would fit your program.

THE FOLLOWING IS A DESCRIPTION OF CLASSES OFFERED THAT REQUIRES PHANTOM RANCH TO TEACH:

Archery: Our outdoor archery range has 4 targets, which allows for 4 shooters at a time. The Ranch's archery class includes instruction on the parts of the bow and arrow, proper stance and shooting techniques, and plenty of practice time. All lost arrows will cost the group \$3/arrow. NOTE: If your leader has enough experience to teach this activity and to keep students safe, they may teach this class. Curriculum is available upon request.

Boating: Includes instruction on boat handling, paddle and boat parts, and practice time. All guests are required to wear life jackets while boating or canoeing. All equipment must be returned to proper storage areas.

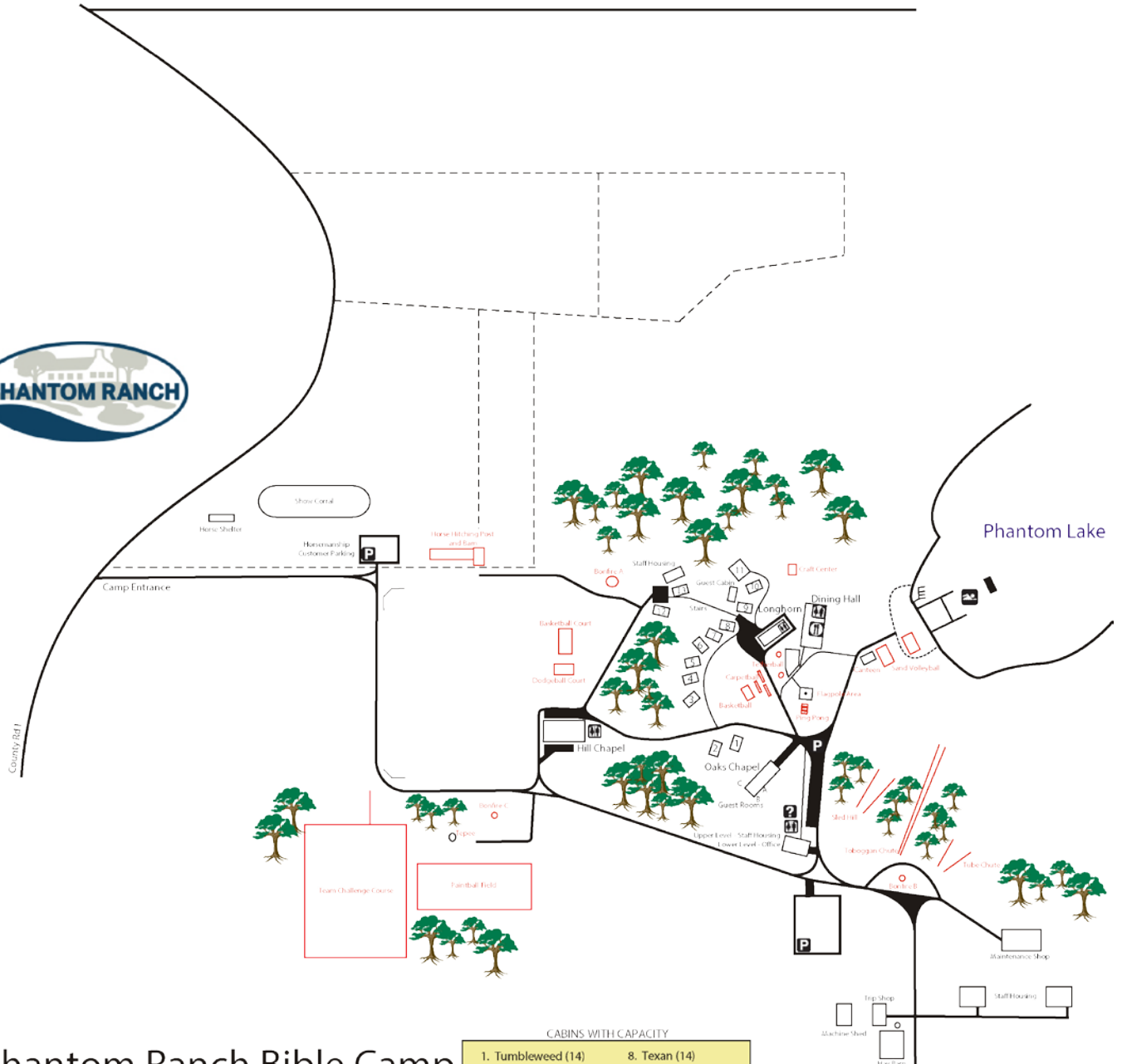
Disc Golf: In this class, students will learn the basics of the game, proper stance and form, throwing techniques, and completion of at least three holes. Discs are provided for the class. This class must be taught by Phantom Ranch staff. There are no cancellation refunds due to inclement weather. In some cases we will provide an alternate class.

Horsemanship Class: The horsemanship class teaches students proper techniques in grooming, tacking, handling, and riding of horses. This class includes 10 minutes of demonstration, followed by approximately 20 minutes of riding, and 20 minutes of general horse education. This class must be taught by Phantom Ranch staff. There are no cancellation refunds due to inclement weather. In some cases we will provide an alternate class. Please call to schedule this while you are developing your schedule. Each ride can have up to 10 people per ride (might change due to availability of horses and/or inclement weather). Riders must be 9 years or older.

Team Building Course/Low Ropes Course: The team building course can be used to develop unity, leadership skills, abstract thinking, and much more. Activities include: initiative wall, spider web, faith fall, number log, island hopping, the spinning spool and more. The team building class starts with several short games intended to get people moving and somewhat comfortable talking and interacting with each other. Then the class progresses onto a series of harder activities, which stretch the class physically and mentally. This class must be taught by the Ranch staff. There are no cancellation refunds due to inclement weather. In some cases we will provide an alternate class.

Orienteering: This class teaches students how to use a compass and navigate through a course while using a compass and a map. It is a great way for students to learn a skill that will stay with them for a lifetime.

Tomahawks: Our outdoor hatchet throwing range has 1 large target and throwing alley. In the tomahawk class, we will teach you a brief history on tomahawks, about the tomahawk, proper stance and throwing techniques, and a lot of practice time.



Phantom Ranch Bible Camp

W309 S10910 County Rd I
 Mukwonago, WI 53149
 www.phantomranch.org
 262-363-6940

CABINS WITH CAPACITY

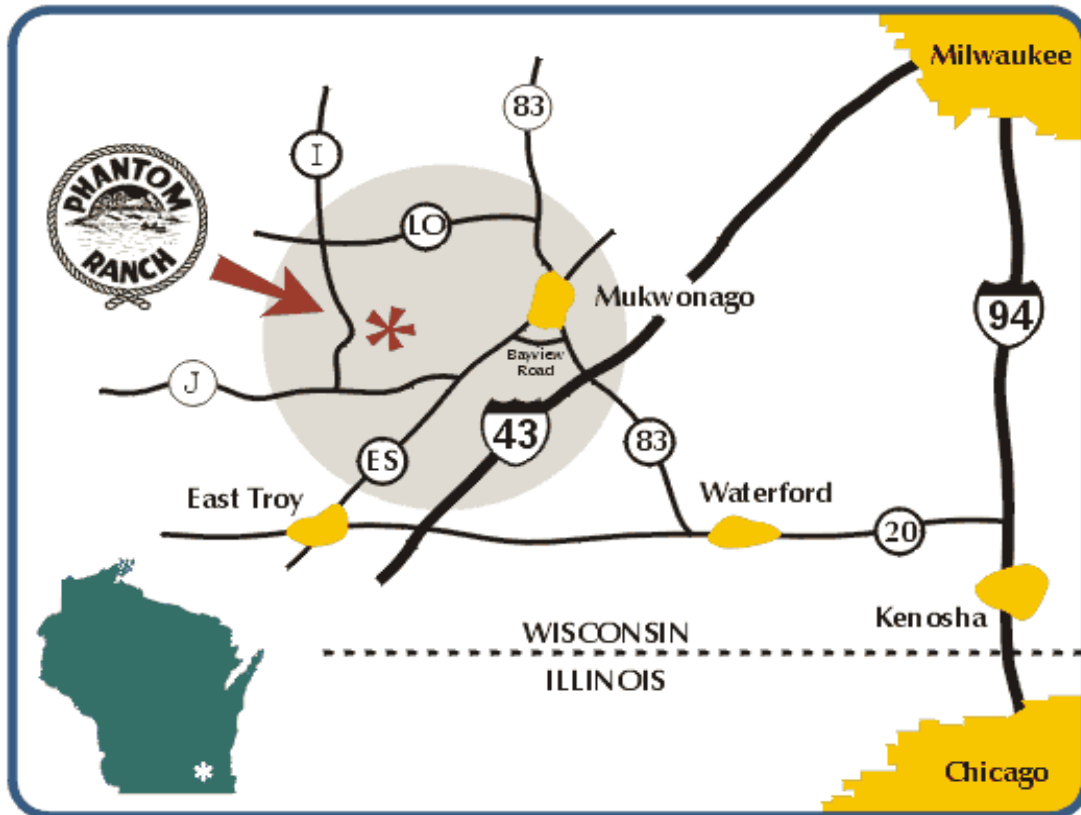
| | |
|-----------------------|---------------------|
| 1. Tumbleweed (14) | 8. Texan (14) |
| 2. Buckaroo (14) | 9. Dry Gulch (12) |
| 3. Lazy Q (12) | 10. Triangle J (12) |
| 4. Panhandle (14) | 11. Montana (18) |
| 5. Circle R (12) | 12. Winchester (18) |
| 6. Bronco Buster (14) | 13. Lonestar (18) |
| 7. Bar M (12) | |

Emergency Gathering Locations
 Tornado - Office and Dining Hall
 Basements
 Fire - Flagpole



DIRECTIONS TO PHANTOM RANCH BIBLE CAMP

W309 S10910 Hwy I, Mukwonago, WI 53149
Phone: 262-363-6940 Fax: 262-363-6941
GPS Coordinates: 42.846325,-88.364725



From Chicago

Hwy 94 North to Wisconsin Hwy 20. West on 20 (left) to junction Hwy 83. North on 83 (right) to Mukwonago. Turn left on Bayview Rd. (next to Citgo) and continue to ES (first stop light). Left on Main Street (Hwy ES) to Hwy J (next to Elegant Farmer). Turn Right on Hwy J to Hwy I. Turn right on Hwy I to camp entrance one half mile down on the right.

Far West and Northwest Suburbs

US 12 into Wisconsin to Hwy 43 north. Exit Hwy 20 (Near East Troy), turn left at stop sign. Proceed one block, turn right on Hwy ES. Take ES to Hwy J, turn left on J. Take J to Hwy I, turn right on I to camp entrance one half mile down on the right.

From Milwaukee

Take 43 south towards Beloit. Exit Hwy 83 north (right) to Mukwonago. Turn left on Bayview Rd. (next to Citgo) and continue to Main Street (Hwy ES -- first stop light). Left on ES to Hwy J (next to Elegant Farmer). Turn Right on Hwy J to Hwy I. Turn right on Hwy I to camp entrance one half mile down on the right.

From Madison

Take I-94 East towards Milwaukee. Exit Hwy 83 and go South (right). Take Hwy 83 about 8 miles to Hwy LO (formerly Hwy 99) in Mukwonago. Turn right on Hwy LO and go about 2 miles to Hwy I. Turn left on Hwy I and go 1 mile to Phantom Ranch. The camp entrance is on the left side of the road after a series of sharp curves.