



# REGISTRATION PROCEDURES

## ***PART 1***

### **GROUP REGISTRATION AND DEPOSIT**

• Churches can find the registration link on our website and reserve a group hold for students and sponsors separately. The sponsor to student ratios are as follows:

**-Lad and Lassie Day: 1 to 5**

**-Children's Camp: 1 to 6**

**-Preteen Camp: 1 to 8**

**-Youth Camp: 1 to 8**

• Send in a CHURCH check by mail to PO Box 976, Stanton, TX 79782, OR pay by credit card through Campwise with your nonrefundable deposit of \$50/camper and \$50/sponsor after registering for your Group Hold on our website.

• Parents/legal guardians of students, as well as sponsors, must fill out the Individual Registration forms before midnight 2 weeks before the camp session you have chosen or else their deposit and spots are lost.

• Spaces are reserved by sending in deposits, but students are not registered until a parent/legal guardian fills out the Individual Registration Form online.

• NO campers/sponsors can be added after the two week mark.

## **PART 2**

### **INDIVIDUAL ONLINE REGISTRATION**

- After the church has registered for spots and we have received the deposit, a church specific code will be assigned to each group.
- The link and registration code will be sent to the group leader/pastor who is then responsible for giving this information out to parents.
- Anyone under 18 MUST have a parent or legal guardian fill out registration on behalf of the camper.

## **PART 3**

### **ADULT REQUIRED PAPERWORK**

- All adult sponsors must register as a camper online and also attach other required paperwork which includes:
  - **Church Letter of Recommendation**
  - **Full Criminal and Sex Offender Background Check**
  - **Child Protection Training Certificate**
- These can be mailed, emailed or uploaded to Campwise and are due 2 weeks before camp start date. If you have any questions about how to obtain these requirements, please contact our camp office.
- PLEASE do not bring these to camp unless otherwise discussed with our programming team.

## ***PART 4***

### **PAYING FOR CAMP**

◦Your final Camp balance will be ready to be paid 2 weeks before your camp date.

This can be paid online or by mailed check.

◦If any changes are made during camp, we will send an updated invoice for payment once you return home.

## ***PART 5***

### **DAY OF CAMP**

◦When you arrive, please have a roster of your finalized student and sponsors to verify information and head count.

◦If the camper is not already registered in Campwise, they will **NOT** be allowed to stay at camp.

◦Once your check-in is complete, we will present you with your lodging info, schedules, assignments and camp swag for the session.

◦Students **MUST** stay in vehicles until your church's check-in is complete.

◦Please have all medication correctly stored and labeled to be turned in to camp nurse at check-in. Medication form is available on our website.