

Local Church Camp Coordinator Information

Thank you for your help.

We want to get as many campers pre-registered this year as possible, To help in planning activities, food, teams, etc.

Pre- registration deadline is May 15, 2010

1. Before you hand out forms

- a.) Set a date for parents to get the forms back to you in time to get them mailed in by the deadline.
- b.) Make plenty of copies of registration forms, parent forms and volunteer forms.
- c.) Work with your pastor and church members to recruit plenty of workers, both male and female.

We not only need workers to fill the many positions to run a successful camp but also to make the kids feel more secure to have people there they know.

We have set guidelines for each church to hopefully have plenty of volunteers.

5- 10 campers	1 worker
11-18 campers	2 workers
19-25 campers	3 workers

1 worker for each additional 10 campers attending camp.

This is only a guideline feel free to send more if you have them!! We would love that.

2. When the camper registration forms are turned in to you.

- a. Look over the application to see if all is filled out and readable
- b. Mail registration forms and volunteer forms to:

Hickory Grove General Baptist Church
P.O. Box 660
Clinton, AR 72031

3. Before Camp

- a. You will be mailed a summary sheet showing all campers that we have registered. Look it over look for mistakes. Make sure we have the correct name and gender.
- b. Call immediately with any corrections

4. First day of camp

- a. Assign one adult to register all students at camp.
- b. If you have campers not registered, please bring them with there completed form on day of registration.

The form on the next page is to keep a complete record of each camper and the total check needed on day of registration. Please make all corrections and additions to this form, make a copy for yourself and mail it with all the applications.

Thank you for all your work in making this years junior camp a success!!

Church Name: _____ City: _____
 Coordinator: _____ daytime Phone: _____
 Coordinator email: _____

Campers Name	M/F	Balance Due
John Smith	M	60.00
Total number of campers		Balance: