

Kids Camp 2024

Coordinator's Information Sheet

FOR: Pastor or
Kids Camp
Coordinator

Please read before
you begin
Registration

Dates:

Kids Camp 1: July 8-12
Kids Camp 2: July 15-19
Kids Camp 3: July 22-26

Registration cost for campers & chaperones:

\$270. We encourage churches to pay their chaperones registration cost.

Registration deadline: Online: **Wednesday, May 15, 11:59 p.m.** All forms must be postmarked by **May 22nd to complete the registration process.** Emailed packets must be received by May 22nd.

Group registration: Instead of families sending in their child's individual registration form to the network office, all campers are required to turn in their applications and payment *to their home church.* Each church will then send a *group registration* for kids camp.

Designate a Kids Camp Coordinator to promote and coordinate camp registration in your church. The registration packet includes a "Check Off Sheet" to help in preparing the church's registration.

Begin to recruit chaperones ASAP! Some churches recruit chaperones first and limit the acceptance of camper registrations (first-come, first-served) based on the number of chaperones available.

The required chaperone to camper ratio is 1:7. However, all rooms at Pine Creek house 6 persons, so **we highly suggest that churches recruit 1 male chaperone for every 1-5 boys and 1 female chaperone for every 1-5 girls** in order to have a chaperone from your church in every room.

All chaperones must be at least 18 years and recruited and screened by the church. If the church has *no criminal background check* on file for its chaperones, one will be ordered by the network office. Each chaperone must provide *their* home address, social security number and date of birth in order to complete a background check on their behalf.

We recommend that each church pay the registration cost for chaperones, as well as a \$15 processing fee for chaperones who do not have a criminal background check on file.

Display the camp poster where your church families can see it. Then determine when and how you will announce registration for kids camp in your church. **NOTE:** Some churches pre-select the week they invite their campers to attend camp, and either offer discounts or charge more to cover transportation. Therefore, the **dates** and **cost** for camp are **not** included on the poster or the camp policies and guidelines. **Please add the date & cost** to the poster and the camp policies & guidelines **before you display or distribute to campers.** We have also left a place on the Camp Policies & Guidelines for you to fill in **your** registration deadline.

Use the free promo video on PotomacKids.com to promote camp in your children's church and/or adult service.

Postcards: A sample postcard is included in your packet.

A postcard will be mailed from our office to every child who attended the previous year's Kids Camp. If you would like to order these postcards to promote camp to your local kids, they are available free upon request. Additional posters are also available by request. Email your request to: dharter@potomacag.org

Camp Group Photos may be pre-ordered or purchased at camp. The photo is a great way to remember all the fun they had at camp!

Recap Video will capture each camp's experience in photos and video footage taken throughout the week. All campers and chaperones will have access to the recap video free of charge via an online link.

Money cards: The *amount* of the money card we prepare for each camper is determined by what is designated on the **camper's** registration form. If the church chooses to order and pre-pay money cards for their campers, the amount for *each* camper must be designated on *his/her* registration form.

BGMC offering: BGMC (Boys and Girls Missionary Challenge) is the AG children's missions program. We will highlight a specific project and provide an opportunity for campers to give throughout the week. Each church and camper is also encouraged to bring a special BGMC offering to camp that will be collected on the last day of camp.

Registrations must be complete. Registrations will be accepted on a strict 1st-come, 1st-served basis. In order to be confirmed for your preferred week, your church's registration **must be** completed online and all paper forms submitted with *fully completed* camper registrations, medical forms, the required ratio of *fully completed* chaperone applications; and a *fully completed* church group registration form.

If your registration information is missing any of the above, it will be set aside as **incomplete** and **will not be processed** ahead of church registrations that are complete.

Processing Fee for Changes & Cancellations:

Any changes made to a church's registration **after** it is received in the network office may be subject to a \$25 processing fee. This includes substitutions, chaperone & room assignment changes and club choices.

ALL cancellations will be subject to a \$50 non-refundable processing fee. Refunds will be processed through the Potomac Kids office and mailed to the church in August *after* the final week of camp is over.