

Kids Camp 2024

Coordinator's Check List

POSTER:

The date and cost of camp are left blank for your convenience.

Before posting, fill in:

- DATES** that your church will attend camp
- PRICE** that your church will charge campers (some offer discounts while others charge more to cover transportation)
- CONTACT INFO** for people to reach the camp coordinator at your church

Chaperone Forms to Copy:

Chaperone Application - Camp Policies & Guidelines - Club Descriptions

**Pro Tip: Recruit Chaperones before accepting camper registrations*

- Camp Policies & Guidelines - Fill in dates, cost, & YOUR registration deadline for returning applications before making copies & distributing to prospective chaperones
- Please do not* make back-to-back copies of these forms or use staples (Thanks!)
- Remember the Chaperone/Camper Ratio (See Coordinator Info Sheet)
- Digital Photo - Email a photo of each chaperone to dharter@potomacag.org
- Ensure all Chaperone applications are fully completed & signed
- Background Check - If the church does not have a current background check on file (4 yrs old or less), then either renew or pay \$15/chaperone for Potomac Kids to order one

Camper Forms to Copy:

Camper Registration - Medical Form - Camp Policies & Guidelines - Club Descriptions

- Camp Policies & Guidelines - Fill in dates, cost, & YOUR registration deadline for returning forms before making copies & distributing to families
- Please do not* make back-to-back copies of these forms or use staples (Thanks!)
- Collect all fully completed & signed forms from parents - All campers must register with a local church
- All camper checks are made payable to your church
- Confirm that you have all info needed to complete online registration by the **May 15th deadline**
- Mail all forms (Church Group Registration, chaperone application(s), camper registrations, & medical forms) to Potomac Kids **postmarked by May 22nd**.

Church Group Registration Form:

Information from the camper registrations & chaperone applications are needed to complete this form.

- Contact Info** - Provide in full your contact information - email is the primary way we will communicate with you
- Preferred Camp** - Indicate the week your church wants to come to camp - Remember that registrations are accepted on a 1st-come, 1st-served basis & require online & paper forms to be fully completed and submitted before your week is secure
- Room Assignments** - Use this section to request your room assignments. Assign 1 chaperone & 5 campers to each room. **Do not** leave empty spaces/beds!
- Age, Photo Orders & Money Cards** - Use the camper & chaperone forms to fill in this information. This step will help to confirm the total amount needed for the online payment
- Registration Cost** - Completing this section is optional but may be helpful in confirming total payment including any background checks that are needed

Final Reminders:

- Review your registration carefully **BEFORE** submitting online & mailing. Changes made after it is received will be subject to a \$25 processing fee (see Camp Policies & Guidelines).
- Make copies of all your documents for your records
- *Pro Tip:* Register Early!

Mail To: Potomac Kids, PO Box 690, Gainesville VA 20156

If Mailing by UPS or FedEx send to: 14525 John Marshall Hwy, Gainesville VA 20155

Registration Deadline: May 15

Deadline for Changes and Cancellation Refunds: June 12

