**Do not use staples**

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| **CONTACT INFORMATION** | | | | | |
| Church Name | | | | | |
| Church Address | City | | | ST | Zip code |
| Contact Person | |  | | | |
| Daytime phone number (area code + number) | | | home cell work church | | |
| Evening phone number (area code + number) | | | home cell work church | | |
| Contact e-mail address:  An email address is ***required*** for all confirmations and correspondence. | | | | | |
| Preferred Camp: Camp 1/July 8 - 12 Camp 2/July 15 - 19 Camp 3/July 22 - 26 | | | | | |

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| **ROOM ASSIGNMENTS** | | | | | | | | | |
| **Completely** fill each room of 6 with 5 campers and 1 chaperone; **do not leave empty beds**.  **Rooms without your chaperones:** Each lodge room will house only 6 persons. If you did not recruit 1 chaperone for every 1-5 campers, then some of your campers will be housed in an adjoining room without a chaperone from your church. Please keep this in mind when making room assignments. We suggest that you assign your more mature campers to the rooms that will not have a chaperone from your church. These campers will be housed with campers and/or chaperones from another church.  **Large Groups:** If you have more than 15 male and/or female campers, please duplicate this form and add to your group registration. | | | | | | | | | |
| **MALES** | | | | |  | **FEMALES** | | | |
| **Use first and last names** | **Age** | **$Photo** | **$Card** |  | **Use first and last names** | | **Age** | **$Photo** | **$Card** |
|  |  | $ | $ |  |  | |  | $ | $ |
|  |  | $ | $ |  |  | |  | $ | $ |
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|  |  | $ | $ |  |  | |  | $ | $ |
|  |  | $ | $ |  |  | |  | $ | $ |
| Male Chaperone |  | $ | $ |  | Female Chaperone | |  | $ | $ |
|  |  | $ | $ |  |  | |  | $ | $ |
|  |  | $ | $ |  |  | |  | $ | $ |
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|  |  | $ | $ |  |  | |  | $ | $ |
| Male Chaperone |  | $ | $ |  | Female Chaperone | |  | $ | $ |
|  |  | $ | $ |  |  | |  | $ | $ |
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|  |  | $ | $ |  |  | |  | $ | $ |
|  |  | $ | $ |  |  | |  | $ | $ |
| Male Chaperone |  | $ | $ |  | Female Chaperone | |  | $ | $ |

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| **REGISTRATION COST** | | | | | |
| **Total number of campers** |  | times registration fee of | $270 | equals |  |
| **Total number of chaperones** |  | times registration fee of | $270 | equals |  |
| **Total number of chaperones w/out a background check** |  | times processing fee of | $15 | equals |  |
| **Total number of souvenir T-shirts** |  | times T-shirt cost of | $15 | equals |  |
| **Total number of souvenir group camp photos** |  | times photo cost of | $10 | equals |  |
| **Total *amount* of money cards pre-ordered** (must equal amounts shown on camper & chaperone applications) | | | | |  |
| **Subtotal** | | | | |  |
|  |  |  |  |  |  |
|  | | | | |  |
| **Total Due** | | | | |  |

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| **PAYMENT METHOD** | | | |
| Check Enclosed to “Potomac Kids” Visa Mastercard | | | |
| Name on Card | Card # | | Exp |
| Cardholder’s Billing Address (street/city/ST/ zip) | | | |
| Cardholder’s email address | | Cardholder’s phone | |

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| **Mail to:** Potomac Kids, PO Box 690, Gainesville VA 20156. ***If* *you are using UPS or FEDEX, our street address is*:** 14525 John Marshall Hwy, Gainesville VA 20155.**NOTE:** Because of unreliable local service, we do not recommend using usps for express delivery. To be accepted, your registration packet must be **complete** containing ALL camper registrations, ALL camper med forms, ALL chaperone application, church group registration & total payment due. |