

## MEMORANDUM OF UNDERSTANDING

### *Church/Group*

Organization \_\_\_\_\_

Address \_\_\_\_\_

Group Leader \_\_\_\_\_

### **PURPOSE**

This MOU clarifies the expectations and requirements for group leaders who bring campers to Elevate Camps.

Elevate Camps partners with local churches and other organizations to provide their students a quality Christian camp experience. We offer a unique arrangement whereby groups supervise their students in cooperation with Elevate staff. To ensure the safety and well-being of all campers, Elevate is asking all our groups to acknowledge and agree to the terms of this memorandum of understanding.

### **STAFF/COUNSELORS**

Groups will do due diligence to bring only qualified, trustworthy counselors who have passed a background check or other process by which they are satisfied with the qualifications of all staff and counselors who will work with students. **Camp Group** will not hold liable Elevate Camps for the actions of the staff and counselors under **Camp Group's** authority.

- California regulations for organized camps require counselors to be at least 18 years of age.
- There must be a qualified counselor for every 10 campers.
- To meet the requirements of the California Regulations For Organized Camps Counselors must complete the online "Principles of First Aid" training and submit the form.
- We require all counselors to read the Elevate Counselor Handbook
- We allow counselors in training or co-counselors to pair with qualified counselors in cabins.

### **INSURANCE**

Groups will provide Elevate with a Certificate of Insurance naming Elevate as "additionally insured."

### **HEALTH & SAFETY**

All campers, counselors, and staff must turn in a completed Elevate health and release form upon arrival at camp. Only those 18 and under must have completed the immunization section. (Parents objecting to immunizations may state the objection based on religious or personal beliefs and sign it.) **Elevate Camps must retain health forms.**

All groups will perform a pre-camp health screening before arrival at camp. (Download the pre-camp health screening guide on our website.) You can use one form to screen your campers. We do not need a form for each camper. Simply turn in the **one** form as a record of the screening you performed.

The Youth Pastor or Group Leader and their counselors are the primary supervisors of their students while at camp. As the front line of care for the students they must report all health and safety issues to Lead Counselors and Elevate Directors.



**VANDALISM/DAMAGE**

**Camp Group** will reimburse Elevate Camps for damage or vandalism to property or equipment that exceeds normal and customary wear while at camp. Please report any damage to Elevate staff.

**CONDUCT/RULES/POLICIES**

**Camp Group** will agree to adhere to the rules of conduct for counselors, staff, and campers found in the Elevate Counselor Handbook.

**CABIN CAPACITY**

Elevate will assign housing to cabins according to the number of beds available. At your discretion, additional campers may be added by using a cot or extra mattress, at your request. We recommend giving this information to the additional camper/counselor when adding the extra camper so they are aware of the accommodations. Elevate has limited spaces that can accommodate added cots.

**REGISTRATION**

An accurate list of campers, counselors, and housing preferences should be provided at least a week before arrival. Changes should be communicated as soon as possible to facilitate the housing and registration. Please use the online form with the link sent to you by our registration team. Groups not providing t-shirt sizes by the deadline will be asked to pick up camp shirts last.

**DEPOSIT POLICY**

The group deposit is **nonrefundable** and confirms your registration. Deposits hold your spots, we turn away other campers once beds are full. We recommend calling to release overbooked spots as soon as possible. If we are able to fill those spots with other campers, we will apply your deposits to your total bill. If we are not able to find last-minute campers we will not refund your deposit or apply it to your final bill.

All of us at Elevate look forward to serving you at camp. We value your partnership and collaboration in providing a safe, fun, life-changing camp experience. By signing and returning this MOU, you certify that you have read, understood, and agree to the terms and conditions of this MOU as set forth herein. *(Retain a copy for your records)*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME AND TITLE