



REGISTRRTION CHECKLIST

- Register your group using the **Group Registration Form**
- Send in your **deposit** with registration form to secure space
- Receive **confirmation** from Elevate
- Sign and send in the **Group Memorandum of Understanding**
- Start **promoting camp**
- Check our website for **promotional graphics** and theme information
- Recruit **counselors**, conduct screening, back ground check and have them complete the training.
- Send out health forms and collect them prior to arrival at camp.
- Download the **Counselor Handbook** or invite counselors to read it online
- Have counselors complete the **Principles of First Aid** training.
- You will receive a link to a google doc to start the **housing process** for your campers. Fill it in even if not final, this must be completed 2 weeks prior to arrival. (we will work with you up to arrival on changes)
- Use the suggested departure day **health screening** form.
- Collect medications during the screening.
- Arrive at camp, after 2pm.
- Upon arrival check in at camp registration. Leave your students in the parking lot. Bring all paperwork, final payment and health forms/medications.

*Upon arrival encourage your campers to take the swim test so they are set for the week.

*Housing preferences based on receipt of deposit and housing list. Housing lists can be adjusted, so do not wait for it to be final before sending it in.

*The counselor application is for individual counselors that have not been background checked or vetted by your church. Your counselors do not need to fill out this form as long as you have vetted them.