



WINTER WEEKENDS Coordinator Instructions

These instructions are meant to guide you through the registration process. You are encouraged to contact the people listed at the bottom of page two if you have questions.

A. Verify that each registration form is completely filled out.

1. The weekend being attended is checked off.
2. The registration is for a camper, a cabin leader, an adult helper or a parent.
3. The age group to which they are assigned. See "B" below for description of divisions and roles.
4. Personal and emergency information is complete.
5. The payment being sent with the registration form. The \$25 deposit is the minimum required, but full payment is preferred. Adults pay the same fees.
6. Proper signature. If a child is attending, the parent or guardian must sign. If an adult is attending, that adult must sign for themselves. Verify that this signature is correct since it gives us legal permission to obtain emergency treatment if needed.

B. Age divisions and adult roles

1. **Campers:** Make sure every child is assigned to the proper age division.

grades 1-2 Voyagers grades 5-6 Trailblazers grades 10-12 Explorers
grades 3-4 Pathfinders grades 7-9 Challengers

It is acceptable to put a one-year older child in a younger division, but not a younger one in an older division. Please inform the registrar if you want a child assigned to a group other than how they are listed above. No children younger than 1st grade are permitted. Each age group is housed separately.

2. **Adults**

We ask that you try to provide one "cabin leader" for every six children. For Voyagers, an adult "helper" is also needed for every six. When you have a group smaller than six, other children who do not have their own cabin leader may be assigned to your leader as well, or visa versa. Make sure all adults know to which division they are assigned and have received their paperwork. Parents are encouraged to attend with their same sex children.

- a. **Cabin Leaders:** Cabin leaders prepare and lead Bible Exploration and devotions both days and are responsible for a small group of campers. Make sure all cabin leaders know to which division they are assigned and have received Bible Exploration and all other paperwork.
- b. **Adult Helpers:** These adults will not lead Bible Exploration. They will assist the cabin leader as needed. In Voyagers there must be a ratio of one adult for every three children.
- c. **Parents:** These adults have no responsibilities except to be with and enjoy their children.

C. Payments

1. The registration form and the minimum \$25 fee per person must be RECEIVED at least fourteen (14) days before the camp attending to get the \$20 discount.
2. The registration form and the minimum \$25 fee per person must be RECEIVED at least seven (7) days before the camp attending to get the \$10 discount.
3. All checks must have the name of the camper(s) being paid for in the "Memo" section, and, on an attached list. This is essential to ensure correct crediting of payments.

D. Coordinator Checklist

1. Use the Coordinator Checklist to make a list of attendees. Use a different sheet for each weekend and for each time you submit registrations. Be sure to fill in your email address at the top.
2. List the names of all children and adults. Check off "Verify form" when you have a correctly filled out and signed registration form. Circle whether they are a camper, leader, helper or parent. Mark the division for every camper and adult.

3. Each time you receive a payment, list the amount and whether it is a check or a money order. Please do not send cash - exchange it for a money order. Also note if it is a scholarship amount and where the scholarship is coming from. This will help you see which campers are paid in full and which have balances due.
4. Make a copy of each checklist and send it with the registration forms and checks.
5. Send registration forms in small batches, as few as 2 or 3. DO NOT WAIT to mail registrations until you have them all. We need to have them early in order to plan for sufficient staff.

E. Confirmation:

The registrar will email you a list of all registered campers and amounts due each time you send registrations. Please verify and report any discrepancies.

E. Material Distribution:

These forms are available on our website: www.LOSCC.org (click on Winter Weekends) Please distribute them as early as possible, especially Bible Exploration, to allow for good preparation.

All Adults:

Annotated Schedule
Tentative Schedule
Campsite Map
Directions to Central Camp
Affidavit of Good Moral Character – needs to be notarized

Cabin Leaders:

Cabin Leader Information Sheet
Cabin Leader Packing List
Bible Explorations

All Children:

Camper Packing List
Directions to camp, if parents driving

Adult Helpers:

Adult Information Sheet with packing list

Parents:

Parent Information Sheet with packing list

G. Substitutions and Cancellations:

The registrar needs to be informed of all changes immediately. This includes cancellations and substitutions. You may only substitute one camper for another within the same division. You must mail or fax a registration form for the new camper.

H. Last Minute Registration Forms and Money:

1. Anything you cannot mail to be received by seven (7) days before the camp you want to attend should be faxed to the registrar. See fax number below. Contact the registrar about these so she is aware of all campers coming from your church.
2. Last minute money can be brought to the weekend.
3. If space is available, additional registrations can be accepted at the higher fee.

I. Special Dietary Needs:

Anyone with special dietary needs should bring their own food. Refrigeration is available.

J. Supper: Be sure that everyone has supper before arriving.

K. Late Arrival/Early Departure:

Please notify the registrar in advance if it is absolutely necessary for individuals or your whole group to arrive after 10:00 pm Friday night or to leave before 1:30 pm on Sunday. Early departure is very much discouraged.

L. Registration at Camp: Registration is done just before you get to the parking lot. Check the campsite map.

For questions regarding camp, activities, schedules, etc.

Ed "Horse" Thompson
Phone 904-396-7035
churchcontact@LOSCE.org

For questions regarding registrations, payments, changes, etc.

Sara "Griffin" Ives, Registrar
Phone 813-293-CAMP (2267)/Fax 877-422-2671
weekendregistrar@LOSCE.org