



2014 Information for Kamp Koordinators

Here are our recommendations for making the camp registration process as easy as possible.

The Camp Brochure and Registration Forms are available on our website to print out—www.twinpines.org. They are located under *Programs & Events/Summer Camps*.

Please be sure the campers have finished the correct grade in school for the camp they have chosen. The camp programs are prepared for specific age groups in order to minister to campers most effectively.

Be sure the registration forms are completed with all information required – *especially* parents' signatures, tetanus dates, and emergency contact people with phone numbers.

Please Note: Registration forms must be signed by ALL those responsible for the camper's care, i.e., both parents/all legal guardians/legal care-givers. When one parent has sole custody of the child, his/her signature is sufficient if they check the "sole custody" box on the form. Please double-check these signatures and for the names and info for the two emergency contact people on the front page. Without this info, the form will be sent back to the parents to complete.

We try to process registrations within a week of receipt. Confirmation letters are sent to the camper unless you check the box on the KK Worksheet for them to be mailed to you. If you do not receive confirmation of your group's registrations within two weeks, please contact the office.

It is helpful, but not necessary, for all registrations from a church to be mailed together by you. A \$15 discount is available for campers registered by April 30. Please do not take the discount off the \$50 deposit, but off the balance.

It is helpful to us if payments are made in two installments: the initial registration deposit of \$50 per camper and final payment of the balance. If your church can issue one check for all deposits and then one check for all balances this would be appreciated. If your church pays a portion of the camper's fee, please send both the church portion and the campers' balance at the same time for ease of bookkeeping. Of course we happily accept *payment in full* with registrations!

Balances are due two weeks before the start of each camp. Below are the deadlines for each camp. If your church pays part of the balance, please give your treasurer these deadlines so payment can be mailed to Twin Pines in time. Please give a copy of your KK Worksheet to the treasurer to mail with the church check in order to properly identify and apply the payments. When balances are paid on time, parents can sign in their children quickly and efficiently when they arrive.

We plan to have **online registration** available from our website this spring for Summer 2014. We're still waiting for it to be completed and all kinks to be worked out so it may not be ready in time to take advantage of the early registration discount. It won't work for church groups anyhow but we want you to be aware of this addition in case parents ask you. Please check our website periodically for the announcement that it's up and running.

Important Information About the Lotsa Love Camps

We are happy to announce the addition of a *third week* of Lotsa Love this summer and we look forward to welcoming more special needs campers to the program.

Because of the nature of this program and the limitations of our staff, we accept or reject campers based on information supplied on the Lotsa Love Pre-registration Form. This helps us determine if we can handle the camper and the camper can handle the program. This form is available on our web site under *Programs & Events, Summer Camp*.

The higher fee for Lotsa Love reflects higher costs involved in staffing and operating this program with fewer campers. We will return registration fees for campers who are not accepted.

Campers may attend a second week of Lotsa Love if there is space available. On the Registration Form, please indicate their first and second choice of weeks and the camper will be placed on a waiting list for his second choice. By the end of May we will fill any empty places from the waiting list and notify the camper.

Thanks again for your help!

Twin Pines Summer Camp 2014 – Costs and Balance Due Dates

Week	Dates	Camp	Code	Price	Bal due
1	6/15-21	Adult Camp	AC	\$322/\$343	6/1/2014
2	6/22-28	Adventure 1	ADV1	\$298.00	
		On the Edge 1	OTE1	\$298.00	6/8/2014
		Lotsa Love 1	LL1	\$329.00	
3	6/29-7/5	Family Camp	FC	Varied	
	6/29-7/2	1/2 Wk. Family Camp	FC2	Varied	6/15/2014
	6/29-7/2	Girls Camp	GC	\$175.00	
4	7/6-12	Flyin' High 1	FH1	\$298.00	
		On the Edge 2	OTE2	\$298.00	
		On the Edge 3	OTE3	\$298.00	6/22/2014
	7/6-9	Boys Camp	BC	\$175.00	
	7/9-12	My First Camp	MFC	\$156.00	
5	7/13-16	Dads 'n' Lads	DnL	\$156.00	
	7/16-19	Moms 'n' Gals	MnG	\$156.00	
	7/13-19	Lotsa Love 2	LL2	\$329.00	6/29/2014
	7/13-19	Adventure 2	ADV2	\$298.00	
	7/14-18	Day Camp	TPDC	\$175.00	
6	7/20-26	Getting'it Together	GIT	\$298.00	
		Equipped to Go	ETG	\$298.00	7/6/2014
		Outpost 1	OP1	\$298.00	
7	7/27-8/2	Adventure 3	ADV3	\$298.00	
		Outpost 2	OP2	\$298.00	7/13/2014
		Martial Arts 1	MA1	\$316.00	
		Martial Arts 2	MA2	\$316.00	
8	8/3-9	Flyin' High 2	FH2	\$298.00	7/20/2014
		Lotsa Love 3	LL3	\$329.00	
7 & 8	7/27-8/9	Staff in Training	SIT	\$250.00	7/13/2014
	Varies	Staff in Training 2	SIT2	\$250.00	

Kamp Koordinator Worksheet

Church Name _____

Church Code _____

Church Town _____ Pastor _____


TWIN PINES CAMP * 3000 Twin Pines Camp Road, Stroudsburg, PA 18360 * Phone 570-629-2411 * Fax 570-620-0664 * E-mail: summer@twinpines.org
 Camp forms can be downloaded at www.twinpines.org: *Programs & Events – Summer Camp – Camp Brochure and Summer Registration Form.*

Kamp Koordinator: _____ Address: _____

Daytime phone (_____) _____ E-mail _____

Please make additional copies of this worksheet as needed.

1. This worksheet coordinates your payments with your camper registrations.
2. A copy must be sent with the registration forms and checks so we can apply payments properly. *Please don't mail a church check without this form.*

Camper Name Please print: <u>Last Name</u> , <u>First Name</u>	Camp Program Code	Cost of Camp	Deposit: \$50 for each camper	Early Reg. Discount (by 4/30)	Other Credits	Balance Due	Payment Enclosed	We prefer a church check for payments. Otherwise, list individual's checks below, i.e. # 224 – 1/23/13 – \$235 – John Smith <u>check no.</u> – <u>date</u> – <u>amt.</u> – <u>check signer</u>
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TOTALS this page 								

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Confirmation letters are mailed to the camper's home address along with other forms they need.
 If you want confirmations mailed as a group to you (Kamp Koordinator), please check this box....