



2013 Information for Kamp Koordinators

In an attempt to keep camp registrations as easy and "painless" as possible for all the parties concerned, we offer the following recommendations:

- While all registrations from your church could be sent through you, the Kamp Koordinator, it is no longer necessary to send them all together. If a "KK" change has been made since last summer, please notify us immediately. It is helpful if all the registrations from a church are sent in together simply from a bookkeeping point of view, but it is no longer necessary. There is no magic date by which to submit your registrations—just remember a discount is offered if the camper is registered by April 30, 2013 and the earlier they are sent the better chance everyone has to get their first choice of camp.
- Be sure the registration forms are completed with all information required - especially parents' signatures and tetanus dates, and emergency phone numbers!
- It would be most helpful to us if payments were made in only two installments: the initial registration payment of \$50.00 and a final payment of the balance due. If your church can issue one check for all registrations 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 to eliminate costly double record keeping.
- Our "No-Line Registration" has been appreciated by most parents. There are still those who are inconvenienced on Sunday afternoon because the balance due payment has not been received by the stated deadlines. These deadlines are important. Time is needed to process forms and distribute them as needed for the completion of registration. The following list gives the balance due deadlines for the various camps. **Camper confirmations will all be sent directly to the parents.** Please be sure your camper parents communicate with you so you know when balances are due and can inform your treasurer if your church pays part of the balance. Thanks for your help with this!

Camp Week	Camp Program	Balance Due
June 16 – 22	Adult Camp	June 2
June 23 – 29	Adventure 1, On the Edge 1, Lotsa Love 1	June 9
June 30 – July 6	Family Camp	June 16
July 7 – 13	Flyin' High 1, On the Edge 2 & 3, My First Camp	June 23
July 14 – 20	Day Camp, Lotsa Love 2, Dads n' Lads, Moms n' Gals, Adventure 2	June 30
July 21 - 27	Gettin' it Together, Equipped to Go, Sports Conditioning, Outpost 1	July 7
July 28 – August 3	Adventure 3, Outpost 2, Martial Arts 1 & 2, Staff in Training	July 14
August 4 – August 10	Flyin' High 2, All Sports Camp	July 21

Please inform your church treasurer of the above dates since these are the payments most often received late.
Thank you very much for helping us make registration as easy as possible on Sunday afternoons of summer camp!

Kamp Koordinators Information continued ...

- Please be sure that a list of campers and the dates they will be attending camp accompanies any check sent as payment on campers' fees, (please use the KK worksheet which is provided).
- Camper registration forms are not filed by the church name here at camp. Normally we process registrations within 3-4 days of their arrival here at camp. If you do not receive verification of your registration within two (2) weeks, please contact the camp.
- Please be sure the campers have completed the correct grade in school for the camp they have chosen to attend. The weeks of camp are prepared for specific age groups in order to minister to campers in the most effective way possible.
- **PLEASE NOTE – this is important!!!** - Registration forms must be signed by **ALL** responsible for the camper's care, i.e., **both** parents or **all** legal guardians, **all** legal care-givers. If it is a single-parent home and the single parent has sole custody of the child, one signature is sufficient (please mark the form at the signature line with the words "sole custody.") The Registration Form is available on our website for printing out, completing and mailing--www.twinpines.org; It is located on the "Resources" page.

Important Information About the Lotsa Love Camps:

We regret that the price of this program is higher than our other programs, but our costs for this program are also higher. The higher camper fee simply reflects the higher costs involved in staffing and operating this program with a limited number of campers.

Because of the specialized nature of this program, and the limitations of our staff, we must reserve the right to accept or reject campers for this program based on certain criteria which we will determine from a pre-registration questionnaire. The pre-registration questionnaire is available on our web site for printing out, completing, and mailing---www.twinpines.org; It is located on the "Resources" page.

Before registrations will be confirmed for the Lotsa Love Camps, we will send a pre-registration questionnaire to the camper's parent or guardian for completion. Based on the information supplied, we will determine whether or not we are able to handle the camper and then contact the parent with our decision.

Registration fees will be returned for all campers not accepted into this program. We regret that we must limit participation in this program, but we must also recognize that our staff does not have the training or the expertise to handle every situation.

Campers will not be accepted for a second week of Lotsa Love Camp until after May 22nd. This is necessary in order to meet the heavy demand that we have experienced for these specialized camps and to give everyone an equal opportunity to attend at least one week of camp. After May 22nd, remaining spaces will be filled on a first-come, first-served basis.

**Thank you for your help and understanding
in this very specialized area of camping!**

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

FORMS can be downloaded at www.twinpines.org

KAMP KOORDINATOR: _____ ADDRESS: _____

HOME PHONE # (____) _____ WORK OR CELL PHONE # (____) _____ E-MAIL _____



PLEASE MAKE MULTIPLE COPIES OF THIS WORKSHEET FORM

1. This worksheet organizes your payments along with the appropriate camper registrations.
2. **A copy must be sent with the camper registrations** for our records.

CAMPER NAME Please <u>Print</u> the Last Name (add comma)First Name	Camp Program Code	Cost Of Camp	Reg. Amt. Sent (\$50)	OR	Paid In Full Amount Sent	Scholarship Amount Requested	Balance Due	Balance Paid	We prefer a church check for payments. Individual checks, should be notated in the spaces below as example: ck# 224 - 1/23/10 - \$ 235 - Noah Adam check no. - date - amt. - who signed the check
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2									
3									
4									
5									
6									
7									
8									
9									
10									
TOTALS this page →									

GRAND TOTALS →							Church Check No.- Date - Amount (In This Space)
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CONFIRMATIONS ARE MAILED TO THE CAMPER'S HOME ADDRESS

If you want confirmations, mailed as a group, to you (the Kamp Koordinator) please check this box.... Date Confirmations Mailed _____