

2012 Arkansas District Camp Coordinator Information

1. Before the Camper Registration Forms are handed to parents:

- a. Set a deadline for parents to return Camper Registration Forms and \$50 registration deposit. *(Please remember that the camps are on a first come first served basis) **\$60 deposit if pre-ordering camp shirt.***
- b. Fill in your personal information, church name and city on the original Camper Registration Form. **Please mail in staff and camper forms at the same time.**
- c. Fill in the church deadline you set on the original Camper Registration Form.
- d. Duplicate Camper Registration Forms and the Parent Information Sheet as needed.
- e. Distribute forms to parents. It is very important that they receive all three pages of application (pages 1 & 2 of the application plus the parent sheet).
- f. Work with your pastor to make a special effort to recruit workers, both male and female, from your church to come with your students to camp. We not only need volunteers to fill the many jobs at camp, but it is very important that someone from the church know if a student was saved or filled with the Holy Spirit so that follow-up and encouragement can be given once camp is over.

***Please try to stay within the following guidelines:**

5 – 10 students	1 worker
11 – 18 students	2 workers
19 – 25 students	3 workers
26+ students	1 worker for each additional 10 students

2. When the Camper Registration Forms are turned in to you:

- a. Make sure the parent's check is made payable to the church.
- b. Look over the application to see if the following is filled out correctly and readable:
 - i. Both of the registration pages are filled out completely
 - ii. Appropriate camp is circled or highlighted
 - iii. Age and gender of child is listed
 - iv. Insurance information is filled out and complete
 - v. Emergency information/Send a copy of the completed medication form
 - vi. Parent's AND student's signature
 - vii. Make sure the children are attending the age-appropriate camp.
**If a student has earned their JBQ master seal, please make a copy of the award certificate and include with the Camper Registration Form.
- c. In the top right hand box, enter the camp attending and initial that the form is complete.
- d. **Mail registration forms and one church check of \$50 for each child or \$60 per child if ordering a t-shirt to: Kid's Camp, PO Box 191670, Little Rock, AR 72219**
PLEASE NOTE: We will not be able to receive more than \$50 per child **or \$60 per child if ordering a t-shirt** since this money is non-refundable and non-transferable.

3. Before Camp:

- a. You will be mailed a summary sheet showing all campers that are registered for camp. Please check the list carefully to ensure we have the correct name and gender listed for each child. Do NOT pay attention to room numbers as they will probably change.
- b. Call the Kids Camp office at 501.455.5444 immediately with any corrections.
- c. Let the parents know that their student has been accepted to camp.

4. First Day of Camp:

- a. Assign one adult to register the students at camp. This person will need one church check of \$75 per student or \$50 per student for mini camps at time of registration.
- b. Any student that has not previously registered will need to bring a completed Camper Registration Form and medical form to be put on a waiting list for a bed. If a registration form is brought to camp without the proper signatures, they **WILL NOT** be allowed to stay.
- c. Beds will be released if the coordinator has not contacted the camp office at 501.624.1542 by the end of registration on the first day of camp.

THERE WILL BE A \$25 LATE FEE ADDED TO ALL REGISTRATION FORMS RECEIVED AFTER THE DEADLINE DATE FOR EACH CAMP. A COPY OF ALL MEDICAL FORMS MUST ACCOMPANY CAMP REGISTRATION FORMS.

2012 Arkansas District Camp Pre-registration Form

This form may be copied if needed.

Pre-registrations for all camps must be recorded on this form. Please complete all of the information requested.

Church Name _____ City _____

Coordinator _____ Daytime Phone _____

Coordinator's Email Address _____

Total Amount Enclosed \$ _____ Date Mailed _____

Camp	KC #6	KC #7	KC #8	KC #9	KC #10	T-shirts will be \$15 at camp.
Camp Dates	Jul 2-6	Jul 9-13	Jul 15-18	Jul 18-21	Jul 23-27	
Camp Deadlines *	*Apr 17	*Apr 24	*May 1	*May 8	*May 22	

***Please use separate form for Boys and Girls. Camp is First come First served.**

Camper's Name	Week # (see above)	Gender M/F	Deposit \$50 OR \$60 with shirt	Late Fee Add \$25	T-Shirt Yes/No S, M,L,XL, XXL \$10.00	Balance Due
Example: John Smith	6	M	\$50 or \$60	\$25.00	Yes/No - Size	\$75.00
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Make a copy of this form for your records and then mail this form with student registrations & a church check to: *Kid's Camps, PO Box 191670, Little Rock AR 72219*

Please indicate total number of each size shirt needed for **Kids**: S _____ M _____ L _____ XL _____ 2X _____ 3X _____

Please indicate total number of each size shirt needed for **Adults**: S _____ M _____ L _____ XL _____ 2X _____ 3X _____

Staff t-shirts are \$5 pre-ordered and \$10 at camp.