



CAMP CHECKLIST

GROUP LEADER

REGISTER GROUP FOR CAMP

- Registration opens October 2nd.
- Must request number of Adult and number of Student spots you want to reserve.
- HLC requires a ratio of 1 adult for every 8 students of the same sex.

PAY THE DEPOSIT

- Make a payment on the Group Leader Dashboard or send a church check to Highland Lakes Camp.
- Deposit is due December 4th **OR** within 15 days of group registration if after December 4th.
- Deposit is non-refundable and non-transferable.
- Refer to Camp Deposit Form for parameters.

SUBMIT THE DEPOSIT FORM

- Upload to Google Folder, email to register@hlccc.org or mail to HLC.
- Spots are not secured until HLC receives this document.

DISTRIBUTE THE PARENT & CAMPER INFORMATION SHEET

- Individual Registration opens January 2nd.

DROP DEADLINE: April 4, 2024

- Last day to drop reserved spots and not be financially responsible for the balance of the dropped spots. Deposit for dropped spots is lost.
- Submit the Drop Deadline Form: upload to Google Folder, email to register@hlccc.org, or mail to HLC. **THIS MUST BE RECEIVED BY APRIL 4th**.

2nd Payment

- Make a payment on the Group Leader Dashboard or send a church check to Highland Lakes Camp.
- 2nd payment is due April 19, 2024.
- Refer to Camp Deposit Form for parameters.

3 WEEK DEADLINE

- Individual Registration Paperwork Due: \$25 fee for each registration or substitution after this date.
- Balance Due

2 WEEK DEADLINE

- Adult Paperwork Due: the Group Leader is responsible for the following paperwork:
 - Church Letter of Recommendation
 - Criminal and Sex Offender Background Checks for each adult
 - Child Protection Training Certificates for each adult
- Who is an Adult? All people 18 years of age and older including campers attending as a student.
- Certificate of Liability Insurance Due: if you cannot provide your own COLI, you will be required to purchase insurance through Highland Lakes Camp for a premium of \$300.
- Attendance & T-Shirt Confirmation Form Due: upload to Google Folder, email to register@hlccc.org, or mail to HLC. **THIS MUST BE RECEIVED BY THE 2 WEEK DEADLINE.**
- Submit the documents: upload to Google Folder, email to register@hlccc.org or mail to HLC.

	<u>3 WEEK</u>	<u>2 WEEK</u>
LIFT 1	May 20	May 27
JOURNEY 1	May 27	June 3
JOURNEY 2	May 31	June 7
LEAD CAMP	June 14	June 21
JOURNEY 3	June 21	June 28
JOURNEY 4	June 25	July 2
LIFT 2	July 1	July 8
KID'S CAMP	July 5	July 12
LIFT 3	July 7	July 14

CAMP DAY SHEET

- Bring this form to Check-In.