HIGHLAND LAKES CAMP & CONFERENCE CENTER
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www.hlccc.org || register@hlccc.org

2027 Group Registration Instructions & Checklist

STEP 1: Register your group for camp

- **Returning Groups: September 28, 2026** - advance access opens
- **Early Group Registration: October 5 - December 7, 2026**
- **Regular Group Registration**: **December 8, 2026 – May 1, 2027**
- **Late Group Registration: May 2, 2027 – 2 weeks before camp**

How to handle 18 year old registration:

- All people who come to camp are called CAMPERS.
- All 18 year old and older campers must register as an adult. This creates a situation of not completely knowing who will be 18 when Camp Day arrives. When registering, include all campers who will be attending camp as a student in your minor number. HLC staff will transfer minor spots to adult spots as the need arises. Initially, they will be waitlisted until we make the adjustment.
- HLC requires an 8:1 ratio of minor campers to adult sponsors per sex.
- To be counted as an adult sponsor, the camper must be 19 years old or older.

How to Register

- Go to hlccc.org -> Camps
- Choose JOURNEY, LIFT, or KID'S CAMP
- Click GROUP LEADER "LOGIN & RESOURCES"
- Click "REGISTER or LOGIN"
- Login or Create New Account
- Click "ADD EVENT"
- HLC will contact you via email with approval and additional information and instructions.

STEP 2: Pay the Deposit

Payments can be made on your Group Leader Dashboard or by mailing a church check to Highland Lakes Camp.

- Early Group Registration: October 5 - December 7, 2026
  - Deposit Due: December 7, 2026 to receive the Early Group Registration rate. **RESERVATION WILL BE MOVED TO REGULAR GROUP REGISTRATION RATE IF UNPAID.**
  - Deposit Amount: $50 per spot
    - The deposit is part of the total camp fee.
    - The deposit is per person.
    - The deposit is non-refundable and non-transferable.
  - Camp Fee: Journey: $365, Lift: $305, Kid's: $125 if deposit is paid by December 7, 2026.

- Regular Group Registration: December 8, 2026 – May 1, 2027
  - Deposit Due: 15 days from approval email. The date will be in your confirmation email and on the Camp Deposit Form. **SPOTS WILL BE DROPPED BY HLC STAFF IF UNPAID.**
  - Deposit Amount: $50
    - The deposit is part of the total camp fee.
    - The deposit is per person.
    - The deposit is non-refundable and non-transferable.
  - Camp Fee: Journey : $395, Lift: $335, Kid's: $145

- Late Group Registration: May 2, 2027 – 2 weeks before camp
  - Deposit Due: 15 days from approval email. The date will be in your confirmation email and on the Camp Deposit Form. **SPOTS WILL BE DROPPED BY HLC STAFF IF UNPAID.**
  - Deposit Amount: $50
    - The deposit is part of the total camp fee.
    - The deposit is per person.
    - The deposit is non-refundable and non-transferable.
  - Camp Fee: Journey: $425, Lift: $365, Kid's: $165

STEP 3: Submit the Camp Deposit Form

Submit any document by emailing it to register@hlccc.org or mailing it to Highland Lakes Camp.

- Camp Deposit Form is due with the Deposit.
- Requires two signatures.
- Your spots will not be secured until this document is submitted.

STEP 4: Confirm spots by the Drop Deadline

8 WEEK Deadline Date	
LIFT 1	April 11
JOURNEY 1	April 14
JOURNEY 2	April 19
JOURNEY 3	May 10
JOURNEY 4	May 17
KID'S CAMP	May 21
LIFT 2	May 23
LIFT 3	May 26

- **8 Weeks before camp:** Submit the Confirmation/Drop Deadline form.
- This is the last day to drop reserved spots and not be financially responsible for the balance of the dropped spots.
- Deposit for dropped spots is lost.

Will I lose my deposit?
Yes. The group registration deposit is non-refundable and non-transferable to the balance owed or other HLC events past or future. It is forfeited when a reservation is not filled or when a church group cancels.

- When reservations are made and not filled, fewer students have the opportunity to hear the Gospel and respond to it. Padded reservations have prevented entire churches from attending camp in recent years.
- Our goal is to maximize camp ministry in every way. We ask churches to be realistic from the start and to make a realistic number of reservations for the benefit of all. We are partners—the camp and churches—and we desire to work together to get as many students to camp as possible.

STEP 5: Complete the 2 Week Deadline Requirements

2 WEEK Deadline Date	
LIFT 1	May 23
JOURNEY 1	May 26
JOURNEY 2	May 31
JOURNEY 3	June 21
JOURNEY 4	June 28
KID'S CAMP	July 2
LIFT 2	July 4
LIFT 3	July 7

- Individual Registration Due: every person attending camp must fill out the online registration forms by this date. Forms for minors must be completed by a parent or legal guardian. After this date: **$50 late fee for each registration; $25 fee for any substitution.**
- Individual registration will close 5 days before Camp Day.
- Balance Due
- Adult Paperwork Due: who is an Adult? All people 18 years of age or older including campers attending as a student.
    1. Church Letter of Recommendation: this is a form that lists all adults attending camp
    2. Background Check: a criminal and sex offender background check report is required for every person attending camp who is or will be 18 years old or older by the last day of the camp the individual is attending.
        - HLC will run all Background Checks at no cost to you. A permission form must be filled out and submitted by the 2 week deadline date for each adult.
        - You may submit your own background check reports if you have them through another platform e.g. Protect My Ministry, Ministry Safe, etc.
        - Background Check reports must be within 1 year of the last day of the camp the individual is attending.
    3. Child Protection Training: a certificate of completed and passed training is required for every person attending camp who is or will be 18 years old or older by the last day of the camp the individual is attending.
        - A course is available on the HLC resource page
        - You may submit your own certificates if you have them through another platform e.g. Protect My Ministry, Ministry Safe, etc.
        - Certificate must be within 2 years of the last day of the camp the individual is attending.
- 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.

STEP 6: Camp Arrival

- Camp Day Sheet: bring this form to check-in to finalize number of people in your group.
- Payment: be prepared to pay any late fees at check-in.
- Paperwork: if you are still lacking any documents from the 2 week deadline, you will complete any missing items.
- Lodging: your bunkhouse assignments and meeting location will be given to you at check-in.
- Medication: bring all medications to check-in with you. Follow the instructions that are sent to the group leader.
- SWAG: t-shirts, nametags, and camp books will be given to you at check-in.

Journey Session 1: June 9-13
Journey Session 2: June 14-18
Journey Session 3: July 5-9
Journey Session 4: July 12-16

Lift Session 1: June 6-9
Lift Session 2: July 18-21
Lift Session 3: July 21-24

Kid's Camp: July 16-17