

# CAMP CHECKLIST

## PRAY

- Pray for every aspect of camp throughout the entire process!

## PROMOTE CAMP

- Promote Camp: we can help you with videos and artwork. Posters and invite cards are normally sent out in the spring before camp.

## SIGN CAMPERS UP

- Every person coming must have a signed release of liability waiver to attend. Guardians must sign this, and we need the form completed no later than two weeks before camp so we can make nametags with the information.
- Collect money. Your group is responsible for collecting camp fees, and paying the deposit and final balance at the appropriate time. Make sure they understand that within a certain deadline (variable by camp date) their payments are fully non refundable.

## RECRUIT ADULT LEADERS

- Find trusted adults to be supervisors for your group. They will stay in the dorms and be responsible for supervision of your group. You need at least 1 adult for every 9 campers in both genders.
- Make sure all adults have been background checked, have references, and follow any of your organization's policies for screening adults who will be around minors.
- Make sure every adult also completes the online liability waiver with your group's link.

## FUNDRAISE

- Plan opportunities for campers to earn money for camp, like: meals, candy sales, service projects, car washes, yard sales, etc.
- Let your church & community know of the need. Businesses and individuals love supporting young people, and some may be particularly passionate about camp.

# CAMP CHECKLIST

## COMMUNICATE DETAILS

- Share transportation, departure and arrival information with families
- Share What to Bring List
- Go Over Dress Code
- Share Theme Nights
- Talk about Snack Shack & Gift Shop money, and the extra fee Adventure Activities that are available during your session. Decide if you want to check in money to camper accounts.

## FINAL REGISTRATION

- By April 17: Give minimum number commitment to see how much space is left.
- By May 20: Send office your final attendance numbers (includes males & females in dorms, number of adults and minors, and any private rooms needed). Any cancellations after this date will still need to be paid in full. If space is available, campers can be added after this for your camp rate +\$20/person late registration. Send office all shirt sizes. **Use Program Confirmation Form emailed to you.**
- By June 3: Complete waivers; send office the signed background check form for all adults attending.

## FINAL PAYMENT

- Make final payment by May 20
- Receive dorm assignment from Oakridge and make your camper lodging assignments by June 10
- Receive team color and communicate to your group!
- Come to camp and have a blast!

# KIDS JUNE 17-20

## Kids 4 Day Camp, June 17-20, 2025

Check in: Tuesday after 3pm Check out: Friday at 10am

### Includes:

- 3 nights in dorms (bring own bedding and towels)
- 8 meals (Tues. dinner to Fri. breakfast)
- 2 activity afternoons: Swimming, Waterslides, Go-karts, Climbing Wall, Power Bouncer, Archery, Axe Throwing, Marksmanship (.22s at paper targets).
- 3 night activity times
- 6 Chapel services based on Psalm 23
- Team competitions
- My Shepherd Shirt
- Theme Nights: Wednesday - Team Spirit (your color assigned one week in advance), Thursday - Party Animal: Come dressed as your favorite animal or in animal print! Sheep costume contest!

### Extra fees:

- Laser tag: \$10 per person
- Arrow tag: \$10 per person (Must be 10 years old)
- Zip line: \$25 per person (Must fit into harness, Max Weight: 250 lbs)
- Snack Shack & Gift Shop Money (recommend checking it into a camper account). Bring to check-in marked with camper name & amount, OR send in advance if possible so their snack money is ready when they arrive at camp.
- Private room upgrades for additional leaders
- Extra guests (church staff & family members): \$5/person minimum to be on-site (unless attending chapel only which is free); \$20/person for all Supervised Activities; \$10/person per meal. Call for lodging rates.
- Golf Cart Rental

### Dates:

- By April 17: Give minimum number since camp has reached capacity
- By May 20: Turn in final number of males, females, adults, minors; Shirt sizes, make final payment.
- By June 3: Have waivers complete, give any update on shirt sizes needed.
- By June 10: Receive team colors and dorm assignments
- Late campers can be added if space is available for camp fee + \$20 late fee



# OUR TEAM



## OUR CONTACT



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