

2009 Youth Registration Procedures

This half sheet is designed to walk you through the steps for youth camp registration. It is our desire to make this process as simple as possible for the churches. **Please note that this sheet has been updated from last year, so you will want to read carefully.** If you have any questions, please contact Erin at the camp office (641-829-3824).

- Make a copy of the 2009 Church Youth Camp Registration Form (Church Registration Form) for each camp (Jr. Boys, Jr. Girls, Jr. High and Sr. High).
- Collect the registration forms (from brochure) for each camper and complete the appropriate Church Registration Form.
 - For Jr. High and Sr. High Camps, please list the girls first on the form or have a separate form for girls and another for guys. This will make the room assignment process much easier.
 - **We need a \$25 deposit for each camper's pre-registration.** The Balance Due column is what is due when you come to camp on Registration Monday.
 - When collecting registrations, please remember that we ask to be paid with **one church check**. Ask the parents to make their checks payable to your church.
 - If a parent makes a check to the camp, we do allocate the entire amount of that check to that camper. It cannot be split among other campers.
 - Attach the registration forms to the appropriate Church Registration Form (Jr. Girls to Jr. Girls, etc.).
- Keep a copy of the Church Registration Form for the church. Any additions or changes after it is sent in should be kept track of on your form. ***Any additions or changes must be communicated to the camp seven days prior to the camp affected. Any additions after this date must receive permission from the camp office before attending. 1) If there is no room, they will not be allowed to camp. 2) If there is room with their church, they will be added to their cabin. 3) If there is no room with their church, they will be placed with another church.***
- Send the completed Church Registration Forms to IRBC by the June 1 pre-registration deadline. **Any registrations post marked after June 1 will be counted as late and \$25 will be added to the cost of camp for each camper.**
- You will need to bring your copy of the Church Registration Form and **one church check** for the balance due to IRBC on Registration Monday. When you arrive, you will be greeted at the gate and given instructions.

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