



group leader final checklist

BY MAY 31:

- pre-order your group's Camper Camp Packages for guaranteed inventory
(step 4 of group leader info)

THIRTY DAYS PRIOR TO CAMP:

- email your church's Certificate of Insurance to campscoi@lifeway.com

AT LEAST TWO WEEKS PRIOR TO CAMP:

- pay final balance (via online account or 1-877-CAMP-123)
(financial details on step 2 of group leader info)
- submit a digital Camp Waiver and Release form for all participants (campers, team assistants, adults, etc.)
- complete Child Protection Training (anyone 18+ must complete)
- complete Church Agreement Form (only 1 per group)
- complete any additional forms required for Linden Valley or Trinity Pines
(links to all forms are located on step 3 of group leader info)
- complete your group's Participant List via your specific Google link (add Track Times and special attention information such as allergies, birthdays, etc.)
(participant list overview and track time details are located on step 5 of group leader info)
- share the packing list with parents and campers
(located in parent packs, step 4 of group leader info)
- collect and organize orders and money for group photos and camp store cards; collect and organize money for camper care packages (from pre-order); prepare to make one payment at check-in