

group leader final checklist

BY MAY 1:

- Pre-order your Camper Care Packages for guaranteed inventory
(Step 5 of Group Leader Prep Center).

AT LEAST 14 DAYS PRIOR TO CAMP:

- Pay the final balance. Account details and payment options are included on your camp statement *(Financial details are on Step 2 of the Prep Center).*
- Submit a digital Waiver and Release form for all participants (campers, Team Assistants, adults, etc.).
- Complete Child Protection Training (anyone 18+ must complete).
- Complete your group's Participant List via the Participant Management Platform. Be sure to add special attention information, such as allergies, birthdays, etc.
(Track Time details and Participant List overview are located on Steps 3 and 4 of the Prep Center)
- Ensure every adult has passed a national criminal background check and cross-check every adult with the National Sex Offender Website.
- Sign the Church Agreement Form via the Participant Management Platform
(details in Step 4 of the Prep Center).
- Share the packing list with parents and campers
(located in parent packs on the Parent Page of the website)
- 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.

IF ATTENDING TRINITY PINES CONFERENCE CENTER:

- Complete any additional forms required for Trinity Pines Conference Center *(links to all forms are located on Step 4 of the Prep Center).*

ATTEND CAMP AND HAVE A BLAST!