

Kamp Coordinator Instructions Timeline

Now	<ul style="list-style-type: none"> ○ Publicize Kidz Kamp, held at Emmanuel Pines Camp, to children and families at your church. ○ Enlist 1 camp counselor for every 5 girls & every 5 boys you bring to Kidz Kamp. (All counselors will be required to fill out a background check. A link for the check will be emailed to them when they register.) ○ If your church requires additional travel or permission forms and you would like those put into the online Kidz Kamp registration form, please email a copy of the needed forms to ysbakidzkamp@gmail.com.
February (or sooner)	<ul style="list-style-type: none"> ○ Send in your Church Registration Form & Deposit by February 28, 2025 to: YSBA, PO Box 1959, Yuma, AZ 85365. (This gives us an indication of how many to expect at Kamp.)
March - June	<ul style="list-style-type: none"> ○ Encourage your campers and counselors to go online and fully register for Kidz Kamp no later than June 9, 2025. ○ You will receive regular updates on who has registered from your church, any information that is missing, and current balances. Please work with families to take care of anything missing from their registrations.
June	<ul style="list-style-type: none"> ○ Mail final Kidz Kamp payment check by June 23, 2025 to: YSBA, PO Box 1959, Yuma, AZ 85365. ○ Remind families to make any needed final Kamp payments online by June 15. ○ Return the Kamp Housing Sheets to ysbakidzkamp@gmail.com by June 30. ○ Coordinate transportation for campers and counselors to Kidz Kamp.
July	<ul style="list-style-type: none"> ○ Communicate any last minute registration changes with Tracy Newcomb at 623-693-8609 or ysbakidzkamp@gmail.com ○ Before you leave your church as you head to Kidz Kamp, collect any medication along with the Medication Instruction Form for each child. Place the medication and form in a plastic zipper bag (one bag per camper). This will be turned in at registration. ○ Registration begins <u>no earlier than 3 PM on Monday</u>. ○ Kidz Kamp ends after lunch on Friday. ○ Following Kidz Kamp, coordinate with your Church Staff to meet with each child who made a decision at Kidz Kamp.