

GIRLS LEADER'S CHECKLIST

PRAYER AND PROMOTION

- Begin praying for camp
- Recruit prayer support team
- Promote everywhere (bulletin, newsletter, children's church, church website, Sunday AM announcement)
- Recruit counselor(s)

REGISTRATION

- Make copies of the Student Information Sheet
- Make copies of Staff Applications and give to counselors (including Children's Pastor and spouse)
- Fill out pre-registration sheet
- Request a church check for pre-registration (\$35.00 x number of campers and counselors)
- Have senior pastor sign each Camp Staff Application and Camper Medical/Liability form
- Send registration funds (non-refundable) and your registration sheet by August 12th to OMN office (PO Box 9178 Salem, OR 97305). Do not send Camper Medical/Liability forms
- Send Camp Staff Applications with registration sheet and deposit by August 12th. (These must be signed by the senior pastor)
- Have students return Camper Medical/Liability form to you
- Check for parental signature on all Camper Medical/Liability forms
- Request a church check for the remaining registration balance

COMING TO CAMP

- Plan to arrive at Camp for registration NO earlier than 3:00PM and NO later than 4:00PM. Departure time on the last day of camp is scheduled for 12:00PM.
- Bring only one church check (including amount due for early, pre-registered students, late registered students, and staff fees).
- Double check required signatures (parents and Senior Pastor) on Camper Medical/Liability forms. (These must be signed by the Parent/Guardian and Senior Pastor! (If you do not have a Senior Pastor or he/she is out of town, you may have the Chairman of the Board sign the registration forms, but an associate or youth pastor may not sign for any reason. There are NO exceptions to this rule.)
- Bring signed Camper Medical/Liability Release forms for all students.
- Check each person attending camp for nits or head lice, anyone with either nits or head lice will not be allowed at camp.
- Bring students, luggage, and great expectations!!