



## Guest Group Checklist

Hey Camp Leader!

Are you excited? You better believe we are!!! Hopefully by now we have an official date set, your speaker and worship team (if needed) lined up, a contract and deposit sent back to us and a whole bunch of people signed up! Right? I hope you are not too overwhelmed! Sometimes the confusion creeps in and we lose track of what is supposed to happen when. Give this checklist a try. I think it will help make sure that when you arrive at Emmanuel Heights, the time consuming paper work will be done, and you will be ready to have your retreat! It will at least make sure that you have everything we need turned in to us so you can focus on your part of the planning. If there is anything else you need, please let us know. We LOVE to help out!!!

### To do right NOW!

- First thing's first. Have you returned your contract and deposit? If you haven't, there is no guarantee we are holding the date!!! Better double check this one!
- Do you have your speaker and worship team lined up? We can help with ideas if you need them.
- Have you planned the activities and programming you will need? We can help if you want!
- Have you received your welcome packet with all the necessary forms? That is probably where you got this checklist from. These forms are extremely important. In fact, without some of them, we cannot legally run your camp!
- Have you made your Camper's Packet? It should include the following forms we provide and anything else you might want to include. EVERY camper must get these forms turned in to us by registration! NO EXCEPTIONS – it's the law. No seriously, it is the law! To make it easier, I recommend that you collect the forms no later than two weeks before your camp date and then send them to us! I have also added a few suggestions that you might consider – they are noted with a little \* thingy.
  - Getting to Know Emmanuel Heights
  - Camper's Checklist
  - Health History
  - Medical and Liability Release
  - Medication Administration Record
  - Schedule\*
  - Topic of Study\*
  - Worship Songs\*
- Do you have your lifeguard? All groups are required to bring their own lifeguard if they want to use the pool, pond or lake. We need a copy of their current certification for our files. If you cannot provide a lifeguard, we will for a small daily cost of \$50. Keep in mind that our lifeguard will not be available all the time and we will have enforced pool, pond and lake use hours. Bring your own and you can set the schedule (during daylight hours)!
- Have you considered who your counselors will be? Just a note – you are required to have 1 counselor who is over 18 and a high school graduate for every 10 campers under 16. We also recommend that the counselor is at least 2 years older than the oldest camper under their care. At arrival, your counselors will need to meet with our Health Supervisor for a quick orientation. Your counselors will need the same Camper's Packet you created above with the following forms included in their packet.