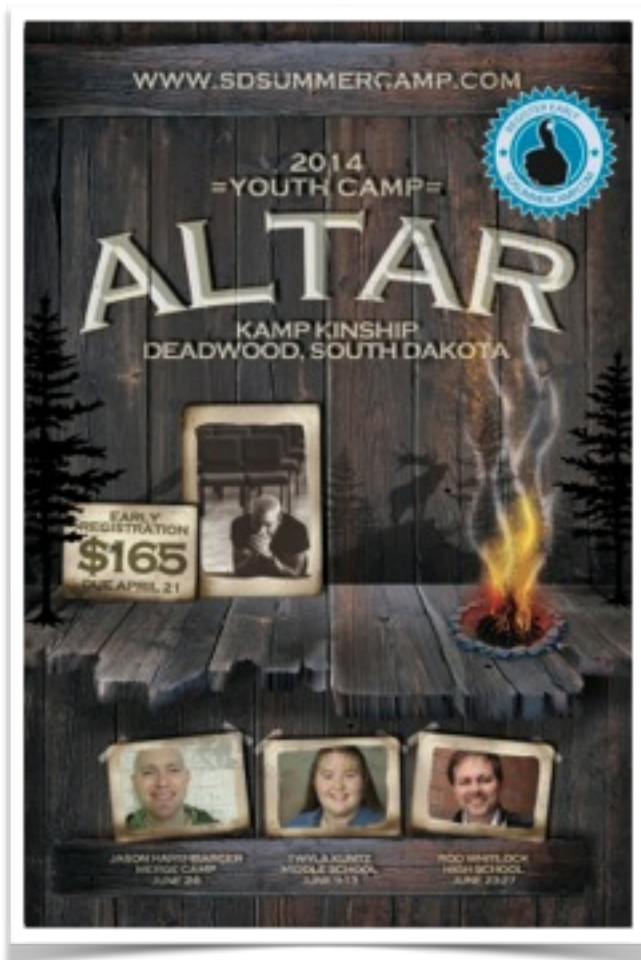


# 2014 CAMP INFORMATION

SDAG Summer Camps



Mail Completed Forms to:  
SDAG Summer Camp  
PO Box 91750  
Sioux Falls, SD 57109

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# IMPORTANT FOR 2014

## Information for Churches

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The following list highlights important information and changes to the registration process

1. **Staff Requirements:** We require each church to send Guides (gender role models who mentor at camp) for their own campers. **These staff must be screened, have background checks, and approved by our church leadership to work with your campers. All staff must be at least 18 years of age.** Camper registrations for your church may not be processed until adequate Guide applications have been processed. (more details in the "staff application process" section) Should your church need to fill gaps in the staffing, please network with other SDAG churches or recruit leaders from our AG colleges and Masters Commissions.
2. **Updated Camp Website:** The updated camp website [www.sdsummercamp.com](http://www.sdsummercamp.com) was recently launched and contains changes for 2014.
  - a. **Simplified and Secure Camper Registration Process:** Complete one form per camper, print, sign and submit to the local church with payment or PayPal receipt.
  - b. Registration and Payment in one convenient location.
3. **Registration Deadlines:**
  - a. Register by April 21st for the best prices of the season.
  - b. Register by May 15th to avoid the \$20.00 late charge.
4. **Paperwork:** Those choosing to register online MUST submit a signed registration form to their local church along with payment or PayPal receipt. In the event of an emergency they will receive faster care if this

signed paperwork is on file. Campers MUST also sign the registration form.

5. **Payments:** Payments may be split between the registration fee, (early: \$65, standard: \$80, or late:\$95.) and the remaining tuition of \$100 which is due prior to camp.
  1. All fees can be paid online at [www.sdsummercamp.com](http://www.sdsummercamp.com) or through the local church.
  2. All pre ordered extras (t-shirt, picture, DVD, care package) must be paid for prior to camp to guarantee availability.
6. **Final Payment Date:** We recommend that all churches make final payment of their camp account by June 1st. This will allow better processing of finances and provide a smoother and quicker check in at camp making the first minutes of arrival much better for the campers! Your help in this is appreciated.
7. **Staff Training Videos:** In order to help staff acquaint themselves with the camping environment we have published a series of training videos. These can be viewed online at [www.sdsummercamp.com](http://www.sdsummercamp.com). Please encourage all staff to watch this series prior to arrival in June.
8. **Cancellation Policy:** PayPal payments receive 100% refund for written cancellations made before May 15 of the camping year. Non-PayPal payments receive a tuition refund in the amount of \$95 for written cancellations made before May 15 of the camping year. Cancellations made after May 15 of the camping year, regardless of payment method will not be issued a refund. Transfers to another camper are accepted.
9. **Staff Application Process:** Since each church recruits and screens their own staff, we will accept your standard process for screening for those who work with minors. **A signed and notarized Affidavit stating they have been screened is required to accept your staff at camp.**
10. **Promotional Resources:** There are a variety of promotional resources included in this packet.
  - a. **Camp Promo Cards** - These postcards give basic information about the camps and encourage early registration. Please distribute these to all children and teens in your church and send by mail. The back side is blank for a handwritten message and address label.
  - b. **Camp Posters-** These two sided 11x17 inch posters give basic information about the camps and encourage early registration. Please distribute and post in prominent areas throughout your church.



# CHECKLIST

## Information for churches

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**Wait! Before you drop your paperwork and payments in the mail; Please review the info below.**

### CHECKLIST FOR APRIL 21ST DEADLINE\*

- ✓ Group all Applications by Family for easier processing
- ✓ Include a Payment Summary noting payment amounts included for each camper
- ✓ Include a Staff List with signed/notarized Affidavit stating you have screened each applicant and they qualify to work unsupervised with minors

### CHECKLIST FOR MAY 15TH DEADLINE\*

- ✓ Group all additional applications by Family for easier processing
- ✓ Include a Payment Summary noting payment amounts included for each camper in this batch
- ✓ Include an updated Staff List with signed/notarized Affidavit stating you have screened each additional applicant and they qualify to work unsupervised with minors
- ✓ Submit your final Rooming List including Staff Placement
- ✓ Ensure each account is paid in full in this batch for quicker check in at camp

### CHECKLIST BEFORE YOU ARRIVE AT CAMP

- ✓ Have all walk-on registrants been entered online and Paid In Full (bring a check if online payment method was not used)
- ✓ Have you phoned the camp to verify all camper changes (additions/cancellations) have been received?

\*Churches are given 3 additional business days to process paperwork and payments without incurring late charges.

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