



CAMP CHECKLIST

GROUP LEADER

- REGISTER GROUP FOR CAMP**
 - Registration opens October 3rd.
 - Must request number of Adult and number of Student spots you want to reserve.
 - HLC requires a ratio of 1 adult for every 8 students of the same sex.
- PAY THE DEPOSIT**
 - Make a payment on the Group Leader Dashboard or send a church check to Highland Lakes Camp.
 - Deposit is due December 5th **OR** within 15 days of group registration if after December 5th.
 - Deposit is non-refundable and non-transferable.
 - Refer to Camp Deposit Form for parameters.
- SUBMIT THE DEPOSIT FORM**
 - Upload to dashboard, email to register@hlccc.org, or mail to HLC.
- DISTRIBUTE THE PARENT & CAMPER INFORMATION SHEET**
 - Individual Registration opens January 3rd.
- APRIL 1ST DEADLINE**
 - Last day to drop reserved spots and not be financially responsible for the balance of the dropped spots.
 - Submit the April 1st Deadline Form: upload to dashboard, email to register@hlccc.org, or mail to HLC. **THIS MUST BE RECEIVED BY APRIL 1ST**.
- 3 WEEK DEADLINE**
 - Individual Registration Paperwork Due: \$25 fee for each registration or substitution after this date.
 - Balance Due
- 2 WEEK DEADLINE**
 - Adult Paperwork Due: the Group Leader is responsible for the following paperwork:
 - Church Letter of Recommendation
 - Criminal and Sex Offender Background Checks for each adult
 - Child Protection Training Certificates for each adult
 - Who is an Adult? All people 18 years of age and older including campers attending as a student.
 - Certificate of Liability Insurance Due: if you cannot provide your own COLI, you will be required to purchase insurance through Highland Lakes Camp for a premium of \$300.
 - Attendance & T-Shirt Confirmation Form Due: upload to group leader dashboard, email to register@hlccc.org, or mail to HLC. **THIS MUST BE RECEIVED BY THE 2 WEEK DEADLINE.**
 - Submit the documents: email to register@hlccc.org or mail to HLC.
- HEALTH SCREENING**
 - Before departing for camp, screen every camper (adults & students) for symptoms of illness.
 - Don't bring ill campers to camp.
 - Bring this form to Check-In.
- CAMP DAY SHEET**
 - Bring this form to Check-In.
- PARKING PERMIT**
 - Fill out and place on the dashboard of any vehicle you bring that will be parked on HLC campus.

	<u>3 WEEKS</u>	<u>2 WEEKS</u>
LIFT 1	May 14	May 21
JOURNEY 1	May 22	May 29
JOURNEY 2	May 26	June 2
JOURNEY 3	May 30	June 6
LEAD CAMP	June 16	June 23
JOURNEY 4	June 26	July 3
LIFT 2	July 3	July 10
KID'S CAMP	July 7	July 14
LIFT 3	July 9	July 16