



January 2010

Dear Summer 2010 Confirmation Camp Coordinator:

It's time for Confirmation Camp registration! As your church's Confirmation Camp Coordinator, we want to make your job, and ours, as simple as possible. Therefore, we are offering some guidelines which, if followed, should help make that happen. **Even if you have registered for Confirmation Camp before, there are some new things you need to know so please read this letter thoroughly.**

Registration process for 2010 Confirmation Camp:

1. **Use the enclosed Registration form for Confirmation Campers.** You can fill in the appropriate blanks with the information applicable to your students/church and duplicate it before giving to your students for their parents to complete, sign and return to you. Email us if you would like a Microsoft Word (editable) version of the registration form.
2. The cost of Confirmation Camp is \$355. If you register after March 15th, the fee is \$385. This deadline is **determined based on the postmark or delivery to our Appleton office.** (The Appleton office is not open on Sunday, March 15.) There will be **NO exceptions.**
3. If your congregation sends in **ALL** registrations for Confirmation Camp **with full payment** using **one** check or **one** credit card, a \$15.00 **per camper** discount will be given. This only applies to **group Confirmation Camp** registrations. This means that the fee for confirmation camp for churches paying before March 15th and electing this option is only \$340. To be eligible for the discount, you must have all parents or supporting groups make their checks payable to **your congregation** and the **congregation sends one check/credit card** (\$340 X # of campers) from the church with the registration forms. Youth registering later can do so at the \$385 fee, space permitting.
4. If you do not send all money at the time of registration, but your congregation will be paying a set portion of the camp fee for all of your campers, please use the **enclosed Registration List** and indicate the payment information on that form or write us a note to go along with the individual registration forms. (You do not need to fill out a Church Campership form for each student.) Per your indication, we will credit the camper's account with the payment and charge the church's account. The parents will see the balance that they are responsible for on the registration receipt.

A church campership form is included for you to use for any **additional** financial assistance your congregation is providing to specific students. This amount will be credited to the individual account at the time of registration and the congregation will be billed for the amount charged.

Crossways does accept all major credit cards, however, we removed this payment method on the form to avoid confusion for congregations wanting to pay with one check. You may add a line on the bottom to collect the #, Exp date and Cardholder name if you wish to allow parents to pay their portion with their credit card.

5. **ALL tuition fees (from churches and/or parents) are due to Crossways by June 1. PLEASE DO NOT wait to bring your payment with you to camp.**

6. Cancellations are subject to our regular cancellation policy (\$100.00 cancellation fee, unless due to a verified medical condition or funeral attendance, for which a \$25.00 handling fee only is applied). Please advise parents there is NO proration for their child only attending part of a week.
7. Upon receipt and processing of registrations, the **parents/guardian** will receive an acknowledgment receipt, and in May, they will receive a medical form and camper checklist. If you would like a statement of who is registered from your congregation, please either call or email us. We will not automatically provide these.

The schedule of churches attending confirmation camp is enclosed. Please check to ensure that we have you at the site and in the week that you requested. **Call us as soon as possible if something needs to be changed, or if the number of students expected from your congregation is significantly more or less.**

In planning for confirmation camp, it is most beneficial if all youth from a congregation attend camp together. These benefits are lost when youth attend a confirmation camp apart from their own congregation. We discourage this except in rare circumstances, which must be approved by Crossways in advance.

For similar reasons, each of you should plan in advance to have an adult leader from your congregation present for the **entire** week. Preferably, that person would be the Pastor, AIM, or person responsible for confirmation instruction. Your presence (or absence) and participation **IS** noticed by your students.

Again, we will be taking registrations from ALL ADULTS who will be coming to Confirmation Camp. Even though there is still no charge for adults coming along with Confirmation Campers we need to keep track of all persons attending our camps. See the enclosed registration form for adults attending.

Information about dates and locations for the Confirmation Camp Workshops will be mailed to each church in February.

Thank you for your partnership with Crossways in outdoor ministries. Please call us at (920) 882-0023 or email registrar@crosswayscamps.org if you have questions regarding availability or other details you would like to discuss.

Peace in Christ,

Crossways Camping Ministries