

# CONFIRMATION CAMP 2019

## PROCESS TIMELINE & *NEW ONLINE REGISTRATION* INSTRUCTIONS FOR CONGREGATION LEADERS

### REQUESTING YOUR WEEK & SITE FOR 2019 CONFIRMATION CAMP

View our [2019 Dates & Rates Flyer](#) and select the week/site that best works for your group. Make sure to pick a back up week/site, just in case. **Group reservations will be accepted online starting October 1st**. On October 1st congregation leaders in our system will receive an emailed link to an **online form** (via SurveyMonkey) to use to request your preferred week/site for camp. After October 1st, a link to the online form will also be displayed on our website. Group requests are accepted on a first-come, first-serve basis. If for some reason your first-choice week/site is not available our office will contact you to work out other options using your second-choice option given in the online request form.

### CONFIRMING YOUR WEEK/SITE & SENDING IN DEPOSITS

After a congregation fills out our online form to request their week/site for 2019 Confirmation Camp they will receive an invoice from our administrative office confirming the week/site and the number of camper spots reserved. The invoice will show a balance due of \$50 per camper spot reserved. **Deposits paid are transferable to the church's overall confirmation camp balance**, so if your camper numbers drop before March 15th the deposit for the dropped spots will be applied to your remaining balance. **NO CAMPER NAMES/FORMS** are due at the time of the deposit. **Please note that our NEW ONLINE REGISTRATION process is replacing the previous paper registration process.**

### REGISTERING CAMPERS FOR YOUR WEEK OF CONFIRMATION CAMP

Once our administrative office has received your deposit of \$50/camper spot your congregation will receive the following:

1. Instructions for families to complete **online registration for confirmation camp** using your congregation's unique **Group Hold Registration ID**.
  - Please note that families must use this code to register as part of your group. Families can start registering as early as **November 1st** as long as they have their congregation's code!
  - **FAMILIES MUST CREATE THEIR OWN LOGIN ACCOUNT AND REGISTER THEIR CAMPER USING THEIR OWN EMAIL ADDRESS** - Congregation leaders may not register campers online. Families must be entered into our system individually to ensure they will receive the correct information and instructions. Families that have previously registered their campers online for a regular youth camp program will receive an account login reminder email the end of October with their existing login information.
  - We recommend providing a computer station on a Sunday morning or Wednesday evening for families needing assistance/internet access, etc.
2. **Letter to parents from Crossways** with instructions on how to navigate our registration system, make camp store/canteen deposits, etc.

3. Instructions for the congregation group leader on **how to log into our system to check registrations.**
4. Timeline of tasks/deadlines for when health and departure forms are due (and where they are to be sent/brought)

## EARLY-BIRD DEADLINES & FINAL NUMBER CUT-OFFS

**All confirmation campers who register on or before March 15th receive our discounted “early bird” confirmation camp rate of \$425.** Any campers who register after March 15th will receive the full \$455 rate (no exceptions).

Beginning in January our administrative office will reach out to congregations to ask if there are any anticipated or actual decreases or increases in camper numbers. Our office will adjust your reservation as needed/able. (Increases are subject to availability.) **After March 15th** any unused camper spots in a congregation group will automatically be released to any waitlisted congregations or congregations seeking increases in their reservations.

## CAMPER PAYMENTS, CONGREGATION INVOICES & PAYMENTS TO CROSSWAYS

All payments from campers who have registered using your group code will be added to your congregation’s account. **All payments from families for confirmation camp must go to the CONGREGATION. Families will NOT receive an invoice from Crossways nor will they be able to pay for their session online.** In late February congregations will be mailed an invoice with their full balance due based on the number of registrations that have come through, **due March 15th.** Further invoices will be sent to congregations for any additional registrations that come in.

## CAMPER FORMS: HEALTH FORMS, DEPARTURE FORMS / COMMUNICATION TO FAMILIES

Registered camper families will receive an email from Crossways in the spring with the following forms and instructions on how to submit: Health History Form, Camper Departure Authorization Form, Parent Camp Guide, Packing List, Directions to Camp, and more. Congregational leaders may receive a copy of this email **only if** their registration is complete prior to the due date (see below).

## REGISTRATION OF ADULT CHURCH LEADERS

Registration for adult church leaders will still be **via paper form**, available on our website. This is **due by May 3rd** along with payment (instructions provided on the registration form).

## FOR MORE INFORMATION...

We know this is a lot to digest - please do not hesitate to contact us with any questions you have about this new process! Check our website ([crosswayscamps.org/confirmation-camp](http://crosswayscamps.org/confirmation-camp)) for information for congregation leaders and for parents.

If you still have questions, please email [info@crosswayscamps.org](mailto:info@crosswayscamps.org) or call our administrative office at 920-882-0023.

We are excited for another summer of vibrant faith-formation at camp. Hope to see you there in 2019!