

# 2018 Leader Information



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## Dear Leader -

It's almost time for TRCC's 2018 Winter Camp! So to help you get ready, here's your list of things-to-do!

### 1. Return your contract, Certificate of Insurance, and deposit right away!

Please return your signed/initialed contract, Certificate of Insurance (naming TRCC as Additional Insured for Feb. 2-4, 2018) and 15% deposit to me ([lori@tontorimcc.com](mailto:lori@tontorimcc.com)) by the due date on the bottom of your contract. Your reservation is confirmed after your signed/initialed contract, COI, and deposit are received by us and then a copy with TRCC signatures is returned to you. (Deposits less than \$500 may be paid by Visa/MC; Deposits over \$500 will be charged a 3% service fee if paid by credit card.)

### 2. Promote your Winter Camp.

Included with this letter you will find promotional materials, which are also available on our website at [tontorimcc.com](http://tontorimcc.com). Please note that we have provided a blank "info box" on the **Counselor/Camper/Parent Info** for communicating deadlines and details specific to your group. Please add any of your church info before you print and distribute this page! *Please remember that check-in begins Friday night at 6 pm, and the first session starts at 7:30 pm, so grab dinner on your way up to camp...but save room for pizza later Friday night! Camp concludes Sunday, right after lunch.*

### 3. Recruit Counselors.

The best camp counselors are those who come from your local church—people already investing in the lives of your students—so please bring male counselors for your boys and female counselors for your girls. Keep in mind that most of our cabins accommodate 12 people, so we recommend a counselor for each 5+ campers. (We would suggest up to two counselors and 10 youth in a cabin, but if you have just one counselor for your eight guy campers, that's fine as well!) The rate for each counselor is half of the regular camp rate in a same-sex 1-to-5 ratio. Additional adults coming with fewer than five campers to "counsel" pay the full rate. ***(The Housing Form will help you organize your counselor/camper groups and should be returned to us no later than two weeks prior to arrival—by January 19—along with your full minimum balance due. Thanks!)***

### 4. Register everyone.

A **Fillable Registration Form**—to be completed by each student and counselor, including *YOU!*—is included with this info and can also be found on our website. (Remember that a parent signature is required for anyone under the age of 18.) Please distribute this form—digitally or printed—to all students and counselors, and ask them to return their forms and payments to you. (A single church check is due for your group on January 19<sup>th</sup>; CC payments are welcome with a 3% service fee.) Make sure that each registered camper/counselor receives a copy of the **Counselor/Camper/Parent Info**, which includes the **What To Bring** list!

### 5. Collect completed forms & payments and organize cabin groups; request a check from your church.

Collect **Registration Forms** and **payments** (paid to your church) from all of your students and counselors. Complete the **Fillable Housing Form**, placing at least one counselor with each group of your students in male/female cabins. (Note: Your students will always stay with your counselors in a cabin, though smaller groupings may be combined with other church groups if space requires it. Specific cabin assignments will be given to you when you arrive at camp.) Request a check from your church for *at least* the minimum contracted number of students/counselors, minus your deposit paid. Email Lori if you have questions about this! ***(Housing Forms, Registration Forms, and minimum payment are due January 19th!)***

### 6. Email or mail Registration and Housing Forms, plus payment to TRCC by January 19<sup>th</sup>.

Please send all completed **Registration Forms** and your **Housing Form** to me ([lori@tontorimcc.com](mailto:lori@tontorimcc.com)) by January 19, along with a check for at least your minimum balance due! (Payment by Visa/MC may be made over the phone and will be charged a 3% service fee.) *If any last-minute changes in your numbers, please call or email me with that info!* I will email a final invoice to you after I receive your forms and payment. This will show your balance paid or will give you a final balance due when you arrive at camp for any "extra" people.

### 7. Bring any final payment—and your group—with you to camp!

Please bring any remaining payment due to camp. *A 5% service fee will be added to all accounts not paid in full upon arrival...so please make payment arrangements before you come to camp!* You will be given cabin assignments when you check in at 6 pm on Friday, the 2<sup>nd</sup>.

**Thanks for all your work, and please feel free to email or call me with any questions!** We are looking forward to having you here!

Your partner in ministry~

Lori Walsh ☺

Guest Relations Manager

