

2018 Youth Leader Information

FEARLESS

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Dear Youth Leader -

TRCC's Summer Youth Camp is coming, and to help you get ready, here's a FEARLESS list of things-to-do! (Please note that Benny—Retreat Coordinator—will be working with you on most of your details...once you have finished the contracting process with me!)

1. Return your contract and deposit right away! *(Signed contract & deposit are due within three weeks!)*

Please return your signed/initialialed contract and 15% deposit to me (lori@tontorimcc.com) by the due date on the bottom of your contract. Your reservation is confirmed after your signed/initialialed contract and deposit are received by us and a copy with TRCC signatures is returned to you. (Deposits less than \$500 may be paid by Visa or MC—just call me!)

2. Promote your Summer Camp and Recruit Counselors.

Included with this email you will find all promo: **Leader Info, Registration Form, Details, and T-Shirt & Housing Form.** Promo materials are also available on our website at tontorimcc.com. Please note that we have provided a blank "info box" on the **Details** for communicating specific to your group, such as deadlines or the rate you are asking your group members to pay—which may include transportation or other costs. Please add any of your own church info before you print and distribute this page!

REGARDING COUNSELORS: Most of our cabins accommodate 12 people, so we recommend a counselor for each 5+ campers. (We would suggest two counselors and 10 youth in a cabin, but if you have just one counselor for 6-8 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 counselors coming with fewer than five campers to "counsel" pay the full rate.

3. Register campers/counselors and collect t-shirt sizes. *(T-Shirt & Housing Form is due June 5th!)*

A fillable **Registration Form**—to be completed by each camper and counselor—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 campers and counselors, and ask them to return their forms and payments to you...along with their t-shirt sizes! (The **T-Shirt & Housing Form** is due **June 5th**—so that t-shirts can be ordered—and should be emailed to benny@tontorimcc.com. We will order some additional shirts in all sizes, but those who order on time get priority!) Make sure that each registered camper/counselor also receives a copy of the **Details**, which includes the **What To Bring** list!

4. Collect all Registration Forms & payments from campers/counselors and finalize cabin groups.

Collect **Registration Forms** and payments from all of your campers and counselors. If your final cabin groups have changed since June 5, please complete a new T-Shirt & Housing Form (with a new date) and re-submit to Benny...being sure to fill in/re-confirm t-shirt sizes! Assignment of specific cabins will be based on total numbers coming from each church and will be determined by Tonto Rim. (We will house your students with your counselors in a cabin. Smaller camper/counselor groups may be combined with other church groups if space requires it.) If any last-minute changes occur, please call or email Benny with that info!

5. Request a Certificate of Insurance from your insurance company. *(COI is due June 21st!)*

Ask your insurance company to e-mail a **Certificate of Liability Insurance (COI)** to benny@tontorimcc.com, showing proof of coverage for the dates that your group will be at camp and naming TRCC as Additional Insured.

6. Mail Registration Forms and check. *(Forms & check are due June 21st!)*

Benny will email an invoice of your balance due—based on your contract minimum or T-Shirt & Housing Form [if this number is higher] minus the deposit paid—about one month before camp. Please request a **check** from your church for this amount and mail it, along with your **Registration Forms**, to camp by June 21.

7. Come to camp! *(Arrival/check-in is 1:00-2:30 pm on Wednesday, July 5th!)*

Benny will email an invoice if you still have an unpaid balance based on last-minute additions; please bring a check with you to camp for this final payment. You'll be given counselor packets, including cabin assignments & schedules, when you check in. **And camp begins!!!**

Please feel free to email or call me with any questions!

We are really looking forward to having you at Tonto Rim this summer!

Your partner in ministry~

Lori Walsh ☺

Guest Relations/Program Manager