

WHERE DO I START ?

Memo For: Summer Camp Coordinator

- Please check to make sure that you have a copy of all the following forms listed below. **You may copy all the included forms as needed, except the Camper Registration Brochure.**
- **If you do not have enough Camper Reg. Brochures, email me or call me at 541-689-6325 or 541-521-5117 and I will send more to you. (Do not use old camper registration forms from the past!)**
- The tri-fold Camper Registration Brochures have the registration section with all important camp information in it for the parents and campers. Please distribute these Registrations to kids and teens in your church and community that want to come to camp.
- For lost kids and teens, stress the great activities at camp to wet their appetite, which may get them to come. When they get to camp, God will work on their hearts through the preaching of His Word.
- **Please show the 13 min. Promotional DVD to campers, parents and potential workers.**
- **Also, fill out the Church Registration Form (for the appropriate week) and send it in with the individual forms. You can make and keep a copy for yourself to use with your church group.**
- Make sure that any staff workers under 18 yrs. old fills out a Camper Registration brochure and send it in along with their Staff Application.
- Check the Dates and Deadlines sheet often to remind yourself of when the cut-off dates are for Junior and Senior Camp.
- Remember to make sure that all camper registration forms are signed by the camper's parent/s and Staff applications are signed both by the Pastor and volunteer staff before returning them.
- Read the letter and the Staff /Counselor Training sheet that accompanied this memo for other important information.
- Please call me if you are missing something, or have any questions or concerns about the forms or information.
- Collect and send all your forms to us at the same time if you can, as it helps with the organization.

Thank you for your help!

Chris A. Edwards
Administrative Director

Forms included in the Camp NW Packet

Letter to Pastors
Where do I start? Camp Coordinator
Dates and Deadlines sheet
Counselor training instructions
Counselor Manual
Special Agents Hand-Book
Camper Registration Brochures
Staff Application
Pastor's Interview Form
Guest Registration Form
Church Registration Form (Senior Week)
Church Registration Form (Junior Week)
Map to Camp Northwest (Mossyrock, WA)
"Ten Commandments" for Churches, Counselors, and Campers