

# Group Leader Checklist

We appreciate your dedication in making camp a remarkable experience for your students. At Camp Copass, we're here to assist you in navigating the registration whirlwind, allowing you to concentrate on your ultimate mission ahead.

For camp questions you may contact Jessica Keller, Program Director, at [Jessica@campcopass.com](mailto:Jessica@campcopass.com) or call (940)565-0050.

## 1. What to do First:

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- Online Church Registration: Visit our website and register your church for the specific week you're interested in.
- Group leaders will receive a link to create an online account through RegPack, our new online registration service, by January 31. Leaders will enter the names of each child and adult attending camp. When a camper's name is entered, an email will be sent to the adult camper or parents of a young camper, containing instructions for completing all necessary paperwork, including activity sign-ups.
- Payment Options: Submit your deposit by mailing it to 8200 E. McKinney Street, Denton, TX 76208, or opt for the convenience of online payment through RegPack. The cost is \$30.00 per camper and counselor. Payment should be received by May 31st.
- Ratio and T-shirt Forms: Complete the male/female ratio form and the t-shirt order form via RegPack by May 31st. This information is essential for our planning.
- Camper Requirements: Ensure that each camper has completed their Trek or Gig Time as part of the registration process through RegPack by May 31st. This step is crucial to streamline the experience for all participants. This is not required for Mini Camp.

## 2. Complete two weeks prior to arriving for camp

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- Adult Counselor Child Protection Training and Background Checks: All adult participants are required to complete [Child Protection Training](#) and undergo [Background Checks](#). Refer to the [Background Checks FAQs](#) for additional information.
- Group Leader Responsibilities: Group leaders should fill out the [Pastor Reference Form](#) and obtain their pastor's signature as part of the process.
- Check-out/Check-in Authorization Forms: If your group requires it, kindly fill out the [Summer Camp Check-out/Check-in Authorization Forms](#) in advance.
- Visitor Policy Awareness: Make sure to inform both your church members and parents about the [Visitor Policy](#) to ensure a smooth camp experience.

## 3. What to bring to Registration

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- Updated male/female ratio form
- Final payment for your group
- [Vehicle Information](#) for all vehicles that will be staying on campgrounds.
- All medications for your campers – must be in ORIGINAL CONTAINERS with camper's name printed. Turn these into the nurses during registration.