

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 or call (940)565-0050.

1. What to do First:

- Online Church Registration: Visit our website and register your church for the specific week you're interested in.
- After January 1st**, Group leaders will receive a link to create an online account through CampDoc once a deposit has been paid.
- 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 our camp website. The deposit cost is \$30 per camper for Youth and Trek Camp, and \$10 per camper for Mini Camp. **Payment must be received by May 1st.**

2. Create your Online Registration Account

- Use the emailed link to create your registration account. Once set up, you'll receive a Church personalized link to CampDoc. Please share this link with your campers and counselors so they can confirm their spot on your roster and complete their camp paperwork
- T-shirt Order Form: Complete the male/female ratio form and the t-shirt order form through your leader account **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 their registration account **2 weeks prior** to your camp. 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

- 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 anyone in 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.
- Group leaders should log back into CampDoc and confirm that all campers and counselors have completed 100% of their required paperwork/forms.

4. What to bring to Registration

- Updated male/female ratios for dorm assignments confirmation
- 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. Turn these into the nurses during registration.