

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.
- ☐ Churches that submit their deposit will receive a personalized registration link starting in February. While deposits are not due until **May 1st**, submitting early allows you to begin camper registration sooner.

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.**

Final balance for your camp is due on arrival day. If you would like to pay before your arrival or want to know your total amount due, you can request an invoice by emailing Jessica@campcopass.com

2. Create your Online Registration Account

- ☐ Camp Copass will email you a 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
- ☐ Ensure that each camper has completed all forms including their Trek or Gig Activity Choice through their registration account **2 weeks prior** to your camp. This step is crucial to streamline the experience for all participants. **Mini Camp does not have Trek or Gig Activity Choice.**

3. Complete two weeks prior to arriving for camp

- ☐ Adult Counselor Child Protection Training and Background Checks: Ensure all adult participants have completed their Child Protection Training and undergone Background Checks. These links can be found in this document as well as in each adult's registration process. 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. Upload to your group leader account.
- ☐ 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

- ☐ Upon arrival we will ask you to confirm there were no last minute changes to the number of males or females staying in the dorm with your church.
- ☐ Final payment for your group. You may request an invoice prior to arrival if you'd like to confirm the total due.
- ☐ Vehicle Information for all vehicles that will be staying on campgrounds. **For the safety all campers, personal golf carts are not allowed.**
- ☐ All medications for your campers – must be in ORIGINAL CONTAINERS with camper's name. Turn these in during registration.