

# GROUP LEADER CHECKLIST

Thank you so much for all you do to make camp an amazing experience for your students. It is our desire at Camp Copass to help guide you through the details so that you can focus on the true mission ahead!

## WHAT TO DO FIRST:

1. Register your church on [our website](#) for the correct week.
2. Mail in your deposit (8200 E. McKinney Street, Denton, TX 76208) or [pay online](#) on or before May 15th (\$30.00 per camper and counselor)
3. Complete the [male/female ratio](#) form and [t-shirt order form](#) online by May 27th.
4. Fill out a [Trek Time](#) or [Gig Time](#) form online for each camper by May 27th.

## Mail two weeks before camp:

1. Adults complete [Child Protection Training](#) and [Background Checks](#).  
[Background checks FAQs](#).
2. Group leader must complete the [Pastor Reference Form](#) and have pastor sign.
3. Complete Summer Camp [Check-out/Check-in Authorization Forms](#) – if needed.
4. Make your church/parents aware of the [VISITOR POLICY](#).

## What to bring to camp for registration:

1. Updated male/female ratio form
2. Final payment for your group
3. [Ropes Release Form](#) signed by parent and a witness. Please send one for every camper who has completed 5<sup>th</sup> grade and up. Please do not staple this to anything.
4. [Health/Registration Form](#) for each camper and counselor. License plate numbers for all vehicles that will be staying on campgrounds.
5. All medications for your campers – must be in ORIGINAL CONTAINERS with camper's name printed. Turn these into the nurse during registration.

For camp questions you may email [cody@campcopass.com](mailto:cody@campcopass.com) or for registration questions email [angela@campcopass.com](mailto:angela@campcopass.com) or call (940)565-0050.

Our staff is excited to have you and your campers this summer!