How to Get Your Group to a Crestfield Camp or Retreat

1. **Complete the Group Registration From** to reserve your spots. (Make note of this number and monitor the number of registrations you have coming in. If it looks like you are going to need more spots, reach out to Jenny asap to see if more spots can be allocated to your group.)

2. **Helpful Links -** check out these helpful links
    a. Weekend Camp/Retreat Packing List and Camper Expectations
    b. Overnight Summer Camp Packing List and Camper Expectations
    c. Promotional Resources Folder - Use the logos, brochures, etc. in this folder to help you promote camp to your families and leaders.

3. **Recruit** chaperones. You should never chaperone a trip alone, always have at least one helper unless you have 2-4 kids all the same gender as you. Larger groups should have a 1:8 ratio. Please recruit adequate chaperones for both your male and female students.

4. **Send out links for Student Registration and Leader Forms to your students and leaders -**
    a. Links to these forms will be sent to you after your group registers for the event.
    b. Each of your campers and each of your leaders must submit a completed online form,
    c. These forms will be due about two weeks before the retreat. Reminder that we cannot accommodate food allergies if forms are turned in late. Also, remember that if the number of individual forms exceeds the number of spaces you reserved for your church, we may not be able to accommodate all registrations. Please contact Jenny asap if you think you are going to go over.

5. Participate in the **Q&A Zoom Call**. For some of our events, a zoom call may be scheduled for those who are new to Crestfield or who are returning but who have questions.

6. **Confirm your Final Numbers with Jenny** - Touch base with Jenny the week individual registrations are due to confirm that your list of participants matches hers.

7. **Scan and Email Clearances for all of your Leaders/Chaperones 18+**.

8. **Medications -** Make sure you are aware of all medications that your students are bringing with them and that you have a parent and church approved system for administering the meds. If you need a safe or refrigerated place at Crestfield to store meds, please let Jenny know. For some of our summer camps we will have a nurse or medic on site and they will be able to help manage camper meds.

9. **Arrive at Crestfield** the first day of your event ready to have fun!

Questions: Email Jenny at: JTarrant@pghpresbytery.org