

2021 AYM Summer Camp Youth Leader Check List

ALABAMA YOUTH MINISTRIES: dydsec@adcag.org * 334-279-7172 x3 * 5919 Carmichael Rd. Montgomery, AL 36117

FOLLOW THESE 4 STEPS

1. Before Registration Information is Distributed:

□ Work with your pastor to make a special effort to recruit workers from your church to come with your students to camp. We not only need volunteers to fill the many jobs at camp, but it is very important that someone from the church know if a student was saved or filled with the Holy Spirit so that follow-up and encouragement can be given once camp is over.

***NOTE: REQUIRED ratio of workers to students is 1 to 7. For example: for every 7 students you must bring 1 adult personnel.** This is based on total group size. However, you should bring 1 male and 1 female adult personnel if you have both boys and girls attending camp even if your total group count is smaller than 7 campers (i.e. 1 boy & 2 girl campers). If you are unable to find enough adult personnel to accommodate your entire group, you will still be allowed to attend, just know it may cause hardships. However, we would like for you to bring at least a minimum of 1 adult personnel for your group. Adult personnel MUST help with any, and all duties that will be assigned to them and cannot participate as a camper.

****Do not plan to bring more personnel than we have asked for: 1 to 7 as camp space is limited.**

2. Online Registration Instructions:

□ Give out the registration information including the website address and required registration **GROUP HOLD CODE** you received for your church. If you have not previously received this information, contact dydsec@adcag.org.

□ **PLEASE BE REMINDED THAT REGISTRATION DOES NOT WORK ON A CELL PHONE or Internet Explorer browser.**

□ If you have returning students or personnel, remind parents/personnel that the log-in username and password they previously used for summer camp and Deeper camp is the same info they will use again. They will log back in and register. The name will already be listed, and they will just be updating info. It should take less than a minute to register a returning student. **PLEASE REMIND PARENTS TO MAKE SURE INFO IS ACCURATE AND UPDATE AS NEEDED.**

□ If you have a **brand-new student (or personnel)**, both students and personnel will register as new student. Once date of birth is entered, the system will stay on student form or redirect to personnel form. This process will take approximately 20 minutes.

□ A step-by-step registration guide may be found on our website. Direct parents there who need assistance.

□ If pre-order shirts or highlight video link was selected, that money is due to you with the non-refundable registration deposit of \$85 per student (\$70 balance due at camp check-in - \$155 total). Personnel registration cost is \$85.00. There is a \$20 camper late fee if early registration deadline has passed.

□ When selecting a shirt size, **click the appropriate size ONE TIME only**

□ Your church registration window closes 4 weeks prior to the desired camp week you are attending. Late registration will be open until 1 week before and will incur a \$20 late fee.

□ **There is no option to pay online. All money should be given to church. PLEASE GIVE PARENTS THIS INFO.**

□ Make sure the registration check is addressed to your church. You should submit only **one church check** to AYM. Registration fees (including pre-order shirts and Highlight Video Link money is due to AYM 4 weeks before your camp week. Mail one church check to: Alabama Youth Ministries, 5919 Carmichael Road, Montgomery, AL 36117

□ **Thank you for paying by church check if at all possible. AYM will accept online church payments at a 3% service charge fee.** Let our office know if you have to pay via credit card, and we will send info.

3. Before camp:

□ Leaders will be emailed a summary sheet showing all persons that are registered for camp with balance due. Look over report to check for accuracy. Be sure to look at camper's name and gender. Because we only send email confirmation, **MAKE SURE YOUTH LEADERS EMAIL IS FILLED OUT.**

□ Send any corrections in writing as quickly as possible to: dydsec@adcag.org.

□ Stay in communication with parents regarding camp.

□ **Sunday AND Monday before you leave for camp, DO A LICE HEAD CHECK and a general health check.** Students with evidence of lice will receive a lice treatment of \$25 to be paid by the church, and may not be permitted. Please advise parents to check their camper before leaving to guard against embarrassment. **Health check - Students must be fever free, vomit free, diarrhea free, etc. within 24 hours of camp. Use the school policy – IF YOU ARE TOO SICK FOR SCHOOL, YOU ARE TOO SICK FOR CAMP.**

4. First day of camp:

□ **Camp address: Springville Camp & Conference Center – 3886 Mountain View Road – Odenville, AL 35120**

□ Youth Pastor or one adult will check-in the students at camp. Campers should wait outside. This person will need **one church check** to pay for the balance due of your campers.

□ Walk-in registrants are not permitted; everyone must be already registered online.

□ Collect all medications to be turned in to the first aid building upon arrival. All medications must be prescribed in the camper's name and in its original container.