

PEACE WORKS

Youth Summer Camps
Gwinwood, Lacey, WA

Northwest Regional Christian Church (Disciples of Christ)

Online Camp Registration How-To

Beginning in 2019, the NWRCC will offer Online Registration as an option for families and church organizers registering youth for summer camp. We anticipate that paper registration will be phased out at the conclusion of the 2020 camp season. In consideration of the process most of the congregations in the region use to organize camp forms and payments, we have updated forms and processes to match both the habits in place and to accommodate the online system.

Thank you for working with us and observing the updated procedures!

Step One

While the online registration form, like the paper form, is imagined to be a thing filled out “at home,” we anticipate some congregations may register youth via the church office. Remember that you will only be able to register one youth at a time and each camp age group has a separate link. **If you are not handling registration for any camper(s), please skip to Step Four.**

You will need the following details to register a camper:

- Camper Name • Date of Birth • Gender • Mailing Address, City, Zip
- Primary Phone Number • Shirt Size • September 2019 Grade • Church
- Email Address of Parent/Guardian that is checked at least once a week.
- Name & Phone Contact for Parent/Legal Guardian
- One additional Emergency Contact
- Medical Information (ie: Insurance, Doctor Name and Phone)
- Medications with with time/dosage information.
- Vaccination History (yes/no questions) • Emotional/Social Health Questions (yes/no)
- General Health Questions (yes/no)

Be prepared with this information when you want to begin. Once a registration is started, it must be completed (you won't be able to save or leave and come back to it without starting over).

Step Two

Visit www.disciplesnw.org/youthsummercamps

Pick a camp from the list based on the grade the camper will enter in September of 2019. Click the corresponding link to begin the registration process!

Step Three

Using the information you collected in Step 1, fill out the form completely. When you have successfully registered the camper, a confirmation page will appear and an email will be sent to the family email address provided. You may want to print/save the confirmation page since the email will go to the family address.

GATHER

CAMPER'S
INFO

SUBMIT

THE
FORMS

VISIT

THE REGION'S
WEBSITE

Step Four

Thanks to the generosity of congregations and individuals in the Region, the Region can provide some camp scholarship funds each year. Please note, scholarships cover ½ the camp fee, cannot be combined with Family Discounts, and are distributed “first come, first served;” with an eye to evenly distributing funds to campers across the region.

The scholarship requests are also now an online form which will need to be submitted by the church pastor, youth minister/leader, or (in the event there is no pastoral leadership at this time) a Board moderator/chairperson.



**FINANCIAL
HELP**

Find the Scholarship Request Form at <https://disciplesnw.org/youthsummercamps-scholarships>

Step Five



COLLECT
CONFIRMATIONS
AND ROSTERS

Per the instructions given in the follow up email to the camper’s family contact address, expect to receive a copy of the camper’s confirmation of registration by email or printed out and given to you. Use this confirmation to organize your payments and be part of your permanent records of camp attendance.

In place of the *Pastor’s Signature* section on the old paper registration form, church offices will be provided a SUMMER CAMP ROSTER worksheet (available online at the camps page or by contacting the Regional Office) which includes the **“Minister’s Endorsement.”** This form will help you track Regional Scholarships, fees the congregation will pay, and fees paid by the family. It will also help the Regional Office be clear about who and how to apply

funds from the church that are mailed in.

The SUMMER CAMP ROSTER is to be mailed in with the final camper payment.

Step Six

One check for all campers would be appreciated but is not necessary. We are also able to process credit/debit card payments by phone or online by individual arrangement.



MAIL
PAYMENT(S) and
SUMMER CAMP
ROSTER

Step Seven

As soon as possible the Camp Welcome Letters will be made available online, sent to the email addresses provided, mailed to the camper address given, and emailed to the church offices. Please help us make sure your campers and families are informed!



WATCH
FOR WELCOME
LETTERS & UPDATES

2019 SUMMER CAMP ROSTER

Church Name and City: _____

Contact Person and Email: _____

Camp	Camper Name	Registration Rate	Regional Scholarship	Fees Paid by Congregation	Fees Paid by Family
Chi Rho	Example Camper	\$285	\$142.50	\$71.25	\$71.25

Reproduce this page as needed. Please send this completed form with your camp registrations. Please make and keep a copy for your records.

Minister or Elders Endorsement

I celebrate the camping program as an integral part of the education ministry of the Church, and I will help our campers understand the purpose of church camp by talking to them before camp about behavior expectations and camper covenant. If there are emotional, psychological or family issues that might affect the camper and/or the camp, I will inform the director(s) or the Associate Regional Minister responsible for Summer Ministry before the start of camp.

Signature & Date: _____