

## 2017 Summer Camp Registration

2017 Summer Camp registration is a 3-step process. Please ensure that you complete all of the steps listed below to complete your registration. Incomplete forms and delay in submitting the required documents could result in additional fees.

☐ Step 1: Complete Online Camp Coordinator Registration

☐ Step 2: Complete Registration for Youth/Kids and Cabin Staff

### A. Youth / Kid Registration

- Once you complete the Online Camp Coordinator Registration you will receive a church specific registration link for the camp you're attending.
- Please allow 72 business hours (M-F) to receive the email containing your specific link. (For example: If you complete Camp Coordinator Registration on a Friday you should receive your specific link by Wednesday.)
- Follow the links in your confirmation email for waiver, medical, and consent forms.
- There are no paper forms that need to be mailed to the Network Office.

### B. Cabin Staff Registration

- Cabin Staff Registration is done through your church specific registration link.
- There are no paper forms that needs to be mailed to the Network Office.
- Follow the links in your confirmation email for waiver, medical, consent, and church leadership reference forms.
- Registration deadlines can be found at [www.nwministry.com/kidscamp](http://www.nwministry.com/kidscamp) (kids) or [www.nwministry.com/summercamp](http://www.nwministry.com/summercamp) (youth)

☐ Step 3: Collect all payment and mail to the Northwest Ministry Network

Mail to: NWMN

ATTN: (Camp You're Attending: i.e. Kids Camp or Youth Camp)

35131 SE Douglas St, Ste. 200.

Snoqualmie, WA 98065

- Make ONE Church payment that covers student registrations & cabin staff applications
- Please make checks payable to: Northwest Ministry Network OR NWMN
- Online payment is available. However, a 3% transaction fee will be applied to all online payments

### A FEW THINGS TO REMEMBER:

- Online registration DOES NOT hold a kid/student spot
- Payment DOES NOT hold a spot for a kid/student/cabin staff

### REGISTRATION IS CONSIDERED COMPLETE WHEN ALL OF THE FOLLOWING HAVE BEEN COMPLETED:

- Camp Coordinator Registration Completed
- Online Kid/Student Registration Completed
- Summer Camp Camper Waiver & Release Form & Cabin Staff Applications are signed electronically
- Payment for both kid/student & cabin staff has been sent to the Network Office

### A KIDS/STUDENTS OR CABIN STAFF'S SPOT IS NOT CONFIRMED UNTIL ALL 3 STEPS ABOVE ARE COMPLETE

- Example: Online registration complete but no payment sent in means that registration is pending.
- Example: Missing electronic signatures on the Waiver Form for a kid/student means that registrations are pending.

### CAMP RATES ARE DETERMINED BY ONLINE REGISTRATION COMPLETION DATE

- Example: Online Registration completed on or before the on-time deadline, BUT paperwork is submitted online after the deadline will result in your church receiving the STANDARD rate.

### CHANGES

To request a change of information for an already completed online registration, please contact Ashlee Best for Kids Camp ([ashleeb@northwestministry.com](mailto:ashleeb@northwestministry.com)) or Angela Skolrud for Youth Camp ([angelas@northwestministry.com](mailto:angelas@northwestministry.com)).

### MEDICATION AT CAMP

Please place camper medications in a gallon size Ziploc bag, with dosage amount, time instructions, and the original medication bottle. Please label the bag with kid's name, Church name and Church city. At on-site registration you will check in medications with the nurse.

### REGISTRATION REPORTS

Camp Coordinators will receive a weekly, automated reminder email containing a link to registration report. This link may be accessed at any time to show your current registration status for each kid and monitor. You do not need to wait for your weekly email to access this link. Please check the report often to ensure that all information is accurate. Please carefully review your confirmations and pay close attention to gender and age of each kid/student. \*\*\*Note: Last minute gender corrections could result in your kid/student not being able to room with your church\*\*\*