

# Local Church Registrars

## Summer Camp Registration 2010: Processing Procedures

### CAMP SELECTION CRITERIA

- Camp selection is determined by the grade the camper will enter in the Fall, with these exceptions:  
Campers entering the 4<sup>th</sup>, 7<sup>th</sup> or 9<sup>th</sup> grades in the Fall have the option to attend the camp designated by their grade level in the Fall, or a camp designated by their current grade (i.e. 7<sup>th</sup> grader in the Fall may attend either the 7<sup>th</sup>—8<sup>th</sup> camp, or the 4<sup>th</sup>—6<sup>th</sup> camps; 9<sup>th</sup> graders in the Fall may opt for 7<sup>th</sup>—8<sup>th</sup> camp or the 9<sup>th</sup>—12<sup>th</sup> camp). If you have questions, call Lynn.

### REGISTRATION FORMS

- Check each registration form to insure that all areas are completely and legibly filled in.
- The form must be signed in "Required Permissions & Signatures" area. All releases, authorizations & agreements (3) must be signed. If unsigned, please obtain the parent signature prior to forwarding the registration to the Camp Office. Call Lynn at the camp office if the signature cannot be acquired before the registration deadline.

**Screening of the registration forms prior to sending to the camp office is extremely important. Omissions, illegible information, and missing signatures can be more easily corrected by the local church registrar before they are sent to the camp office.**

- All registration forms submitted to the camp office must be accompanied by a completed recap form — this remains true whether there is one form or fifty forms. (Additional recap forms may be downloaded from the Trinity Pines website at [www.tpines.org/dir-reginfo.htm](http://www.tpines.org/dir-reginfo.htm) or call the camp office at 208-382-6200.)

### RECAP FORMS

- THE RULE IS— ONE RECAP FORM- ONE CAMP.** This means that, i.e. you cannot have 4th—6th grade girls campers on the same recap form as 4th—6th grade boys campers. You may use as many pages as is necessary to log all of the campers for one camp, just don't mix the camps! Recap form has additional spaces on the back side.
- Fill out all forms completely — including all church information. Pages can become separated during the logging process, and it then becomes difficult to match them up.
- Be sure to log each and every check number, personal and/or church (after the camper name) and the amount credited on that check for that camper, that you are sending with the recap form. Reference the amount of the check, and the subsequent balance due for each camper. If the camper is using a credit card for payment please log V (Visa) or MC (MasterCard), the amount to be charged, and the subsequent balance due.
- All camper names logged on the Recap Form must be accompanied by the registration form. Campers will not be registered in the database without a form.

## PAYMENT SCHEDULES

- \$50 deposit due with registration forms for:
  - Genesis Camps                    7<sup>th</sup>—8<sup>th</sup> Grade Camp
  - 4<sup>th</sup>—6<sup>th</sup> Grade Girls            9<sup>th</sup>—12<sup>th</sup> Grade Camp
  - 4<sup>th</sup>—6<sup>th</sup> Grade Kids
  - 4<sup>th</sup>—6<sup>th</sup> Grade Boys

- \$50 deposit due with registrations for  
Genesis Adult Participant

• **Payment Methods:**

1. **All camper checks made out to Trinity Pines Camp.** Checks are listed on recap sheet under "Personal Ck #" and forwarded with the recap sheet and registration forms to the camp office.
  2. **Camper checks made out to the local church.** The local church then issues a church check for the camper payments and forwards the church check with the recap form and registrations. **One church check only should be issued for each camp.** If recap forms/registrations for more than one camp are sent, please issue a check for each camp involved. **Do not issue one check to cover payments for multiple camps!** Check amount must reconcile with camper payments listed on the recap form. If they do not, a line item clarification will be requested from the church before the registration forms can be logged.
  3. **A mixture of personal checks made out to Trinity Pines, and check(s) from the local church** to cover camper payments. **All** checks must be logged with the check # & amount paid for the camper, and must accompany the recap form and registrations.
  4. Credit Card payments – Do not include these totals with check/cash totals. See recap form.
- In the event full payment was received with the registration form, please forward the entire amount at the time of registration, rather than just the deposit.
  - The total amount of personal checks and church checks must equal the total amount referenced on the recap sheets as paid to Trinity Pines. (Visa/MasterCard payments are not included in this figure, see recap form.)
  - **FINAL PAYMENT ON BALANCE DUE:** the church will be invoiced for balances due on the last day of each camp. Payment due in 10 days. **A copy of the invoice must accompany the check.** The check amount must match the balance due on this invoice. In the event the invoice amount differs from the check amount, a full explanation must accompany the check in order to reconcile. **Do not combine payments for different camps on one check. One Check = One Camp** Checks to be made payable to Trinity Pines.

### \*REGISTRATION DEADLINES

	▶ Individual Camper Registrations Direct to L. Rosbrugh	▶ Church Recap Forms with Registrations & Monies to L. Rosbrugh at Camp Office
<b>EARLY BIRD REGISTRATION (for all camps)</b>	Postmarked by April 19, 2010	Postmarked by: April 19, 2010
<b>GENESIS CAMPS</b>	See "Regular Fee" Postmark Deadline Date on the registration.	See "Regular Fee" Postmark Deadline Date on the registration.
<b>9<sup>TH</sup>—12<sup>TH</sup> TEEN CAMP</b>	See "Regular Fee" Postmark Deadline Date on the registration.	See "Regular Fee" Postmark Deadline Date on the registration.
<b>4<sup>TH</sup>—6<sup>TH</sup> GRADE CAMPS</b>	See "Regular Fee" Postmark Deadline Date on the registration.	See "Regular Fee" Postmark Deadline Date on the registration.
<b>7<sup>TH</sup>—8<sup>TH</sup> TEEN CAMP</b>	See "Regular Fee" Postmark Deadline Date on the registration.	See "Regular Fee" Postmark Deadline Date on the registration.

## **\*REGISTRATION DEADLINES (CONTINUED)**

**DO NOT** wait for the “Regular Fee Postmark Deadline Date” to submit your registrations received after the April 19<sup>th</sup> Early Bird date! Registration for each camp closes on the Postmark Deadline Date designated on the registration form. Registrations received after that assigned date will be considered “Late/Walk-On” and will incur the \$50 late fee. I suggest that your registrar submit forms in the beginning of May, June, and July, and as often as necessary to keep current. **Do not backlog your registrations.**

## **MAILING INSTRUCTIONS**

- Mail all Recaps, Registration forms and Payments to:

Trinity Pines Camp & Conference Center  
P.O. Box 1269  
Cascade, ID 83611

Attn: L. Rosbrugh

## **QUESTIONS**

- For all registration questions contact Lynn Rosbrugh, District Camp Registrar at:

(208) 382-6200: (8:30<sup>am</sup>—5:30<sup>pm</sup> Monday thru Friday)

After office hours please leave a message, your call will be answered the next business day.

Email: [trinitypines1@citlink.net](mailto:trinitypines1@citlink.net) (please make sure your mailbox will not reject email from this address.)

- For additional registration forms contact Cindy Pusey at:

(208) 888-0988 or email request to [Cindy@amgidaho.com](mailto:Cindy@amgidaho.com)

Additional registration forms may also be downloaded from the website at [www.tpines.org](http://www.tpines.org).

**Background Check Applications can also be downloaded from the website**

- Requests/Applications for Counselor/CIT positions should be forwarded to Cindy Pusey at Association Management Group, 55 SW 5<sup>th</sup> Ave, Suite 100, Meridian, ID 83642.

## **TRINITY PINES WEBSITE ACCESS**

As we all know, not all of our campers register through their local Nazarene church. To make sure that the churches have a complete list of their campers we have made available to all Camp Directors, Church Registrars, and specified Church Staff, a password protected area on the Trinity Pines website to view a registration list for each camp.

↳ Compiled in an Excel format

↳ Updated every Friday (or more frequently, when possible)

↳ Password and instructions for site use will be forwarded to the churches in the near future.

## **CAMPER SCHOLARSHIP REQUEST PROCEDURES**

- \$50 scholarships from Trinity Pines are available to any registered camper.
- Scholarships may not be used for the \$50 deposit.
- Do not reference scholarship monies on the Recap form.
- In lieu of a formal application, the camper requesting the scholarship is asked to send a letter to the Trinity Pines Executive Camp Office, 55 SW 5<sup>th</sup> Ave. Suite 100, Meridian, ID 83642: Attention Rick Waitley. The letter should state the reasons that the camper wishes to attend camp, and why the scholarship is needed. Should the camper be too young, as in the case of some Genesis campers, a parent may compose the letter.
- A letter from the campers pastor, youth counselor, etc. is also required, attesting to the need for a scholarship.
- Attach a copy of the camper registration form (back & front) to the letter.
- Scholarship requests *must* be sent to the Executive Camp Office a minimum of two weeks prior to the first day of the camp being attended.
- A notification of scholarship award will be sent to 1) the parents of the camper, 2) the church through which the child has registered (if applicable), and 3) the District Registrar (Lynn) at Trinity Pines.
- Once notification has been made, all subsequent invoices will reference the scholarship, and the monies will be deducted from the balance due.

## **INTERMOUNTAIN DISTRICT QUIZZING SCHOLARSHIPS**

- Notification of the quizzing scholarship award (or a copy) must accompany the camper registration.
- Do not reference scholarship awards on the Recap form.
- Scholarships may not be used for required \$50 deposits.

## **BRING A FRIEND TO CAMP DISCOUNT**

- Attach the discount paperwork to the registration form and forward to the District Registrar. Do not deduct from the balance due. This will be done when the registration is processed.



# LOCAL CHURCH: CAMPER REGISTRATION RECAP FORM

*Please retain a copy of this completed form for your records.*

**Early Bird Registration Deadline:** Postmark by April 19<sup>th</sup> — Refer to registration form(s) for Individual camp registration final deadline dates.

## CAMP SELECTION — ONE CAMP ONLY — PER FORM

<input type="radio"/> GENESIS GIRLS	<input type="radio"/> 4 <sup>TH</sup> —6 <sup>TH</sup> GIRLS	<input type="radio"/> 4 <sup>TH</sup> —6 <sup>TH</sup> BOYS	<input type="radio"/> 7 <sup>TH</sup> —8 <sup>TH</sup>
<input type="radio"/> GENESIS BOYS	<input type="radio"/> 4 <sup>TH</sup> —6 <sup>TH</sup> KIDS		<input type="radio"/> 9 <sup>TH</sup> —12 <sup>TH</sup>

***Please type or print clearly***

Church: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Address City State Zip

Telephone: \_\_\_\_\_ Church Registrar Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send this form with registration forms & check(s) to: Trinity Pines Camp & Conference Center, P.O. Box 1269, Cascade, ID 83611—Attn Lynn Rosbrugh**

Camper Name <small>Genesis Adults: (designate with *A) on the line immediately following the Genesis camper.</small>	Camper Phone #	Credit Card Purchase <small>Visa/MC</small>	Credit Card Amt	Church Check #	Church Check Amt	Cash or Personal Check #	Personal Ck /Cash Amt	Balance Due On camper reg
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
Total Credit Card Amt (front): _____		Total Credit Card Amt (back): _____		Total Amt-check/cash-no credit cards (front):				
Total Amt to Trinity Pines by check/cash (from <u>all</u> pages): _____				Total Amt-check/cash-no credit cards (back):				

Credit Card payments (total from all pages): \_\_\_\_\_

See back for more entries: page \_\_\_\_\_ of \_\_\_\_\_

Camper Name Genesis Adults: (designate with *A) on the line immediately following the Genesis camper.	Camper Phone #	Credit Card Purchase Visa/MC	Credit Card Amt	Church Check #	Church Check Amt	Cash or Personal Check#	Personal Ck/Cash Amt	Balance Due on camper reg
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
<b>Total Amt Paid (back):</b>								