

Checklist

JANUARY / FEBRUARY

- Update your church and personal information.**
Access your online Group Leader account at <http://core.gocrossings.org> and make sure the church address, lead pastors and your contact information are correct.
- Promote Camp**
Promotional materials can be downloaded from www.gocrossings.org/campprep. Have an accurate number of campers and chaperones attending with your group by February 28.
- DEPOSITS DUE February 28**
This is the last day to drop numbers without financial penalty. Contact Guest Relations to adjust your numbers, 502-491-7000.

MARCH / APRIL

- Organize a missions fundraiser** (recommended)
- Hold a participant / parent meeting**
Discuss participant registration, daily schedules, packing list, dress code, etc. A Parent handout can be downloaded at <http://gocrossings.org/campprep>
- Participant Registration opens April 1**
Send the participant registration link to chaperones and parents of all participants. The registration link is found in your Group Leader Dashboard under Registration Status and next to your event code. Group Leaders must register as chaperones.

MAY

- Download Connect Bible Study Material** from www.gocrossings.org/campprep
This material will be available to you at camp, but you can print it out ahead of time if you wish. This material is to be used during your Church Connect time.

2 WEEKS PRIOR TO YOUR CAMP SESSION

- Complete Background Check Form**
All adults attending camp must have had a background check performed in the last 2 years and must be listed on the form. This online form is found on your Group Leader Dashboard under "Manage."
- Upload Certificate of Liability**
Crossings Ministries with our Louisville address MUST be listed as the Certificate Holder. Your church insurance agent can provide you with this form, and you can upload it to your Group Leader Dashboard under "Manage," or you can email the form to info@gocrossings.org
- Ensure all participant registrations have been completed.**
- Final Camp Payment is due.**

10-14 DAYS BEFORE CAMP

- Property Guest Relations Staff Call** - Have the following information ready for this phone call: gender breakdown, arrival time, together/apart information.

REGISTRATION FOR 2023 CAMP OPENS JUNE 1ST.