

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 pastor, and your contact information are correct.
- Promote Camp:** Promotional materials can be downloaded from www.gocrossings.org/campprep.
- Participant Registration opens February 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.
- Deposit Due February 28:** This is the last day to drop numbers without financial penalty. Have an accurate number of campers and chaperones attending with your group by February 28. 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>.
- Parent Page:** Instruct Parents to visit this page on our website for more information on camp.
- Fellowship Nights:** Don't forget to let your group know about the them. Encourage your group to bring clothing to wear!

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.
- Sales Tax Form:** A KY Sales Tax Exemption Certificate must be provided in order to not be charged 6% sales tax.
- Ensure all participants' registrations have been completed.**
- Final Camp Payment is due.**

10-14 Day Before Camp

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

Registration for 2025 camp opens June 3