



Group Leader Checklist

2026

JANUARY

- Update your church and personal information:** Access your online Group Leader account at <http://core.gocrossings.org> and make sure the church address and your contact information are correct.
- Promote Camp and start sign-ups:** Promotional materials can be downloaded from www.gocrossings.org/campprep.

FEBRUARY

- Participant Registration opens February 2:** 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 under 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. Parent resources can be viewed/downloaded at <http://gocrossings.org/parents>
- Fellowship Nights:** Don't forget to let your group know about this year's theme, "Home on the Range," and encourage them to bring western themed clothing to wear!

MAY

- Download Connect Bible Study Material** from the Camp Prep page. This material will be available to you at camp. But you can print it out ahead of time if you wish. The material is to be used during your Church Connect time.

4 WEEKS PRIOR TO YOUR CAMP SESSION

- Certificate of Liability:** Make sure to upload your certificate with Crossings Ministries and our Louisville address in the certificate holder section. Your church insurance agent can provide you with this form, and you can upload it to your Group Leader Dashboard under "Manage". Remember to hit "Save" after you upload the form. You can also email the certificate to info@gocrossings.org
- Sales Tax Form:** A KY Sales Tax Exemption Certificate must be provided to not be charged 6% sales tax on KY camps (Cedarmore & Jonathan Creek).
- 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."

2 WEEKS PRIOR TO YOUR CAMP SESSION

- Ensure all Participant Registrations have been completed.**
- Final Camp Payment is due.**
- Download App**

10-14 DAYS 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 2027 camp season opens June 1.**