



## 2020 Kids Camp Planning Checklist

### January

- Mark the following deadlines on your calendar:
  - June 1** – Kids Camp Early Bird Deadline
  - June 15** – Kids Camp Regular Registration Deadline
  - June 1** – Starter Camp Early Bird Deadline
  - June 15** – Starter Camp Regular Registration Deadline
- Be aware of the following grade requirements for camps:
  - Kids Camp – Coming out of grades 2<sup>nd</sup> - 5<sup>th</sup>.
  - Starter Camp – Coming out of grades K- 1<sup>st</sup>.
- Make sure your Church ID (formerly “Group Hold”) is set up correctly and you have your login for your online registration account.
- Check out the Kids Camp promotional materials on **OhioKidMin.com**.
- Find out if there are scholarships available from your church or church family. Talk to your lead pastor about the possibility of taking a special offering to help students attend camp.
- Begin planning fundraisers and schedule them on your church’s calendar.
- Generate payment plans for parents.
- Begin making copies of all camp information for distribution. Make sure to include deadlines on any materials you distribute.
- Prep for a support staff and parent meeting to go over registration information and all camp info and policies. Encourage them to begin considering fundraising.

### February

- Familiarize yourself with all camp FAQs and policies.
- Begin promoting camp to parents and students. Clearly communicate your Church ID (required for each registration) and your payment plan.
- Begin recruiting support staff to room with your students during the week of camp. The ratio of support staff to students from a church should be 1 leader for every 6 students of each gender.
- Set your own church registration deadline to ensure all support staff & camper applications are submitted before the required deadlines.

### March

- Begin to actively recruit support staff to stay with your students. The ratio of support staff to student from a church should be 1 leader for everyone 6 students of each gender. If you plan on bringing fewer students than this, please still recruit more leaders as support staff, as we can always use the extra help.
- Distribute support staff online application link to interested persons. Encourage them to complete and submit them in a timely fashion.
- Continue promoting camp to your students.

### April

- Continue promoting camp to your students.

- Review group registration and invoices to ensure all students are listed correctly.
- Arrange to have all support staff references completed by your lead pastor.
- Secure all transportation needs for your students (including drivers).

- Confirm that all leaders have viewed training material.

## Week of Camp

- Kids camps are located at:  
**Heartland Conference Retreat Center**  
3201 County 225  
Marengo, OH 43334
- The Lice Center of Ohio will perform a lice check on every camper during registration on the first day of camp. **If lice are found, the Lice Center of Ohio staff can provide immediately effective treatment to the camper and their belongings for a charge of \$45.**
- Kids Camp 1 & 2 Registration will be on Monday, from 9:30am – 11:30am in the Oakwood Center.
- Starter Camps 1 & 3 Registration will be on Monday, from 9:30am – 11:30am in the Hickory Lobby.
- Starter Camp 2 & 4 Registration will be on Wednesday, from 1:00pm – 1:50pm in the Hickory Lobby
- Kids Camp will conclude at 11:30am\* on Friday.
- Starter Camps 1 & 3 will conclude at 11:00am\* on Wednesday.
- Starter Camp 2 & 4 will conclude at 11:00am\* on Friday.

\*Any changes to the schedule will be sent to leaders and parents prior to camp.

## Cost

### Kids Camp

Early Bird: \$285 through June 1st  
Normal: \$300 through June 28th  
After June 29th: \$330

### Starter Camp

Early Bird: \$140 through June 1st  
Normal: \$155 through June 28th  
After June 29th: \$170

## May

- Verify that all campers have registered online and collect final payments
- Go to **OhioKidmin.com** to register and pay online or mail checks to:

**Ohio Ministry Network**  
OKM  
8405 Pulsar Place  
Columbus, OH 43240

## June

- Submit registrations and payments to lock in the early bird rate before June 1st.
- Remind leadership and students that all summer camps are CLOSED camps. Anyone not registered and confirmed as a camper/support staff will be asked to leave the grounds.
- Any camper deciding to register for Kids Camp or Starter Camp after June 29th will be considered an onsite/late registrant. There will be NO housing/room guarantees and the cost will be \$330.

## July

- Inform parents they can follow our camps on Facebook at:  
<https://www.facebook.com/Ohiokidmin>
- Confirm transportation arrangements.
- Gather recommended supplies for Room Leaders.

Questions? Call us at (614) 396-0700 or email [OKM@ohioministry.net](mailto:OKM@ohioministry.net)

