



NEW * NEW * NEW

2022 Check List to Help Get Ready For Camp @ Summit KBA Week

- You should already have sent in your \$200 deposit and YELLOW reservation form to Summit Camps beginning in October but not later than January 20th to secure your spot. List any cabin changes needed
- **Contact the cabin owner when you receive your housing letter from KBA/Summit Camps and request contract for cabin. Fill out the contract and mail back with your Cabin deposit check before camp to the cabin owner or to Martha at KBA if they are the ones handling the rental for your cabin.**
- **Pray for everyone that God will bring to camp**
- Develop a plan to enlist students for camp
- **Secure transportation for your church**
- Select sponsors for camp (1 sponsor for every 10 children/youth is recommended)
- **Make sure your church decides upon sponsors and all sponsors over 18 have completed the background check needed. Fill out the Background Verification Form for camp.**
- Select cooks for your cabin (if you are cooking at KBA or GCC).
- **Plan meals and purchase food.** Please be aware that you will feed at least one Summit Staffer and 1 or 2 KBA Staff if you are at KBA Weeks. You will also have the opportunity at KBA to sign up to feed the Program Personnel for one or more meals. This is usually a group of about 10-12.
- Purchase Paper Products (toilet paper, paper towels, plates, napkins, cups) for cabin use
- **Be thinking of how you can decorate to express the “CULTIVATE” theme for the week.**
- Enlist and train sponsors and upperclassmen to help during the invitation.
- **Enlist at least one sponsor to teach a Tract Time and help them get prepared with a plan and a 10-15 minute devotion for each day. Fill out the Tract Time Leader form on the NEW Summit website, www.summitcampsok.com as soon as the leader is enlisted.**
- Divide the students/children into groups/families for your in-cabin time
- **Make copies of curriculum for leaders and booklets for students. Will be available in April.**
- Purchase at least one, possibly 2 or 3, first-aid kits for your cabin/transportation vehicles
- **Pre-Order Summit camp t-shirts **or** design your own**
- Hold a **Parent/Camper Meeting** to go over expectations and answer any questions for the week. Make sure you pass out campground rules to everyone, including parents, for the campground you will be attending. **Give all campers and parents the Health Forms to fill out for each person who is attending camp. Ask them to complete them and turn them back into you as soon as possible**
- Create and distribute a camper packing list so students know what to bring and NOT to bring to camp
- **Get checks from church treasurer for: registration (made out to Summit Camps), and at least one extra for going to the store for extras or emergency.**

OVER



- Decide if you want to receive the Group Photo link at the end of camp with a 5x7 and an 8x10 funny and serious picture for your group (4 pictures in total). A \$20 fee for this link will be paid at registration. You will need to provide the email address of the person responsible for the link at registration.
- **Let you students know about the County Fair on Friday afternoon and the opportunities for them to submit items to be judged at the Fair. These can be groups of 4 students working on each item submitted. (See NEW List of Changes for 2022 for more specifics.)**
- **Leaders – Make sure that you complete the Registration Form showing how many sponsors, campers, and any children or pre-schoolers you have on Monday before you leaved for camp. This form will be turned in at registration when you arrive at camp to pay your final registration cost. Everyone MUST be listed on this form.**
- **PRAY – PRAY – PRAY that God’s Spirit would be all over your group and the whole camp for the week. Pass out a list of the Program Personnel that will be at your week so your group and your church can pray before you come and all during the week of camp.**