

STEP 1

COMPLETE SUMMER CAMP 2010 GROUP RESERVATION FORM

1a Complete your contact information and CAMP WEEK REQUESTED. See the **SUMMER CAMP 2010 BROCHURE** for the summer schedule and other info. All summer info and all registration forms are also available on our website: www.lakeforestranch.com

1b **CAMPER SPACES** Fill in the number of spaces you would like to reserve for boys and girls. **AGE CATEGORIES for campers are flexible six months either way** with the exception of the Junior Camps for which the camper must already be 7 when camp begins.

CAMPER GROUP MAXIMUM—There is no camper maximum number up to camp capacity. However, the deposit policy below for confirmed groups larger than 55 campers should be noted...

DEPOSIT POLICY FOR GROUPS OVER 55 – Normally, deposits are refundable up to one month prior to the date your camp starts (See Step 5 on back), however the financial commitment for each camper beyond the 55 total will carry with it a non-refundable deposit regardless of the date of cancellation. *Ex: you reserve 100 spaces on Feb 2 and Feb 15 you find out that you will be bringing 20 campers, you will lose \$4500 in deposits (i.e. 100-55=45 campers x \$100).*

1c **ADULT LEADER SPACES** Enter numbers of adult leaders as follows:

Male: single or attending without spouse (may room with another guy).

Female: single or attending without spouse (may room with another lady).

Married: husband & wife who will need a room together. (Please enter this figure as number of married people, not number of couples – i.e. one husband & wife couple would be entered as “2”, two couples as “4”, etc.)

Children: adult leaders’ children under camper age (room with parent).

ADULT HOUSING AND OTHER INFO All adults are housed separately from the campers in private air-conditioned rooms with a private bath too. We provide special activities, Bible Study, and time for rest and encouragement just for them. We also ask adults to help with some light recreation supervision one or two afternoons during the week. *Adults need to fill out registration forms this summer (enclosed).*

NO MINIMUM NUMBER OF ADULTS is required because LFR is fully staffed, but it is a benefit to your group to send the ministry leaders who know the needs of the campers from your church so they can help acquaint our staff with them more quickly. It also benefits your group to have someone to lead during church group time each evening after supper.

COST FOR ADULT LEADERS

Adults within adult to camper ratio

Adults above camper ratio

One minister/adult leader (groups of at least 6 campers)

Adult leaders’ children ages 3+ (staying with parent)

Children under 3

Camper rate

Camper rate + 10%

50% discount

50% discount

Free

If you bring: We can accommodate:

1-8 campers

1 adult

9-16 campers

2 adults

etc.

STEP 2

RETURN COMPLETED RESERVATION FORM & DEPOSIT

Return completed form with a **\$100/ person** deposit (**one check for the total amount**) to:

Lake Forest Ranch
5326 Lake Forest Rd
Macon, MS 39341

We begin accepting group reservations and individual registrations with **FEB. 2, 2010** postmarks. Reservations postmarked before FEB. 2, 2010 will be put in the Feb. 3 postmark stack. *Please don't postmark your reservation before Feb. 2*

Your camp dates will then be confirmed in about 2 weeks by email or USPS mail.

STEP 3

ORDER PROMOTIONAL SUPPLIES

ORDER PROMOTIONAL SUPPLIES such as a summer camp promo DVD, color camp brochures, or some color posters for your church bulletin board. Email or call us or just return the postage-paid card and we will get them to you right away.

STEP 4

MEET CAMPER REGISTRATION FORM DEADLINE

4a Copy and distribute **LAKE FOREST RANCH CAMPER REGISTRATION FORMS** to your campers and have parents complete and return to you. It may be helpful to include a cover letter with relevant logistical information specific to your group.

4b **CAMPER REGISTRATION FORM DEADLINE** will be listed on your Summer Camp Confirmation. Collect completed Registration Forms from your parents and return to LFR office by this deadline. LFR office will update your original number of spaces reserved based on the number of forms returned. Call Jackie for an extension on this deadline (662-726-5052).

If your camp is full, we can only hold spaces for campers whose Registration Forms we have received by the Registration Form Deadline!

STEP 5

DEPOSIT REFUND DEADLINE – ALERT LFR OFFICE OF CHANGES

THE DEPOSIT REFUND DEADLINE **Groups of up to 55 campers (not including adults)** is **one month** prior to the beginning of your camp. You may decrease your number of campers up to this point without losing any \$100 deposits - it is your responsibility to let us know!

After the Deposit Refund Deadline, decreasing your number of campers will result in losing that number of \$100 deposits!

TRANSFERRING A DEPOSIT from one camper to another is fine right up until camp begins (same sex definitely; opposite sex space permitting).

INCREASING YOUR NUMBER OF CAMPER OR ADULTS or changing your BOY/ GIRL camper ratio is fine if we have room. Please check with us.

For verification, it helps us if you email Jackie or call with your number of campers (boys and girls) and adults at this point even if you have no changes.

*Please make sure you have mailed or faxed all Registration forms to LFR before you come to camp! **By the deadline date!***

SUMMER CAMP REGISTRATION CHECKLIST:

- Select desired camp week and complete Group Reservation Form
- Return Group Reservation Form and Deposit to LFR
- Order promotional supplies from LFR if needed
- Receive Summer Camp Confirmation from LFR
- Copy and distribute Camper Registration Forms to parents
- Collect completed forms from parents and return to LFR by Reg. Form Deadline
- Collect completed Adult Reg. Forms and return (for cabin assignment purposes)
- Make sure LFR has our final camper totals one month before our camp begins (The Deposit Refund Deadline)
- Keep LFR updated of any other changes
- Load the Church Bus & drive to LFR!

Please email jackie@lakeforestranch.com or call 662-726-5052 with summer camp questions, to update camper totals, etc.

SUMMER

CAMP



REGISTRATION INSTRUCTIONS

Lake Forest Ranch

Phone: (662) 726-5052

5326 Lake Forest Rd.

Fax: (662) 726-4388

Macon, MS 39341

www.lakeforestranch.com

Rich Malone, Executive Director

Jerry Jackson, Assistant Director

Summer Camp Registration Questions: jackie@lakeforestranch.com

Other Questions for the Camp Director: rich@lakeforestranch.com