

PRESBYTERIAN CAMP AND CONFERENCE CENTERS, INC (PCCCI)
PROGRAMMED CAMPS - SUMMER 2008
BIG BEAR AND RANCHO LA SCHERPA CONFERENCE CENTERS

Church/Group Registration Guidelines

To qualify as a “group” and receive the group discount of \$20 per camper you must:

1. Have five or more campers attending in a single week.
2. Have a designated Church/Group registrar that is to be the only contact when registering campers for your group or making any changes in the addition or deletion of campers.
3. Make all payments through the church/group on *one check* payable to PCCCI.
4. Recruit and secure *qualified* Volunteer Counselors for your group attending each camp. (Please refer to the enclosed guidelines for the qualifications for Volunteer Counselors.)
5. Provide your campers with our Camper Information Letter, and divide your campers into housing assignments.
6. The Church/Group registrar or a well-informed representative must arrive *before or with* the campers to assist in registering them at camp on arrival day.

To register your group for summer camp, please:

1. Call PCCCI and submit your anticipated numbers *by gender* for each camp and
2. Send in to PCCCI the names of your campers and a \$50 per person **NON-REFUNDABLE** deposit.

To maintain reservations for your group throughout the Spring and Summer you need to:

3. Deposit an additional \$100 per person by June 1st, 2008, making your total deposit \$150. These deposits are also **NON-REFUNDABLE**.
4. Pay 100% of the camp balances 10 days before camp begins.
5. Turn in all Registration/Medical Forms, Housing Lists, and Volunteer Counselor Applications 10 days before camp begins. Please make sure the medical forms are completely filled out, including the *parent's signature* and the *copy of the medical insurance card*.

PLEASE NOTE: Because our deposits are non-refundable, you are strongly encouraged to collect all deposits from the family of the camper who is signed up for camp. This helps to ensure that the family is committed to sending their child to camp, and avoids the church/group from “loaning” the deposit to the camper, and then having the camper cancel at a later date. ***Please contact PCCCI immediately if there are any cancellations or changes in numbers.***

Individual Registration Guidelines

1. Call PCCCI to confirm openings and let us know your intention to register.
2. Reservations are secured by sending in a completed and signed Registration/Medical Form with a copy of your Medical Insurance Card attached and a \$50 **NON-REFUNDABLE** deposit.
3. You must clearly indicate any cabin-mate requests on the registration form. PCCCI cannot guarantee requests received any other way. (i.e. on the telephone, by email, etc.)
4. An additional \$100 is due by June 1st, making the total deposit \$150. This amount is **NON-REFUNDABLE**.
5. The balance of the camp fee is due 10 days prior to the first day of camp.
6. Make checks payable to “PCCCI” and always include the camper’s name and camp location (i.e. Big Bear or Rancho La Scherpa) on your check. Visa and Master Card are also accepted, call for information if you wish to pay by credit card.

Miscellaneous

1. **Invoices** – Both Individual and Church/Group Registrations will be confirmed by mail or email when payments are made.
2. **Camperships** – are available and are administered on the basis of need. Please contact PCCCI or see our website (pccci.org) for more information.
3. **Cancellations** – Occasionally an emergency situation arises necessitating a cancellation. Our \$50 per person deposits are always **NON-REFUNDABLE**. All other camp fees will be refunded only in the case of a serious medical emergency.