

BIG COUNTRY

BAPTIST ASSEMBLY ♦ LUEDERS, TEXAS

January 29, 2012

Dear Group Leader,

It's that time of the year already to start promoting summer camps to your kids and rounding up your sponsors. There is an air of excitement about the campgrounds already. God's people are praying, we can feel it, and (by the way) we can see it, too.

ONLINE REGISTRATION: Your job just got a little easier

Questions & Answers

Q "Can campers just register like they always have in the past?"

A Yes, if they Register by June 1 (If they wait until after June 1, they will be required to register online). However, **only those Registering Online** by June 1 will get the 10% "Early Bird" discount and a free camp t-shirt upon their arrival at camp.

Q "Can they just pay the deposit by check before June 1 and pay the balance upon my arrival at camp?"

A Again, Yes. However, **if they pay the full amount (by check, cash, or credit card) and it arrives at the camp by June 1**, they will receive the 10% "Early Bird" discount.

Q If the camper only pays the deposit by credit card by June 1, can they still get the discount?

A Yes. But they will need to remember that the balance will be automatically charged to their card on June 1.

Q As the Group's Leader, how can I know who has signed up from my church group?

A Our website automatically keeps a roster of every camper that names you as their "Group Leader". It will be updated daily. Just call the camp and we will give you your own, personal URL web address to find your roster, which will be updated daily.

Q So what is my job as the Group Leader now that I don't have to deal with the money and the website keeps my roster for me?

A Just seven (7) things for you to handle now:

- 1) **CALL A MEETING** to explain to your group how to register for camp online. Help those who might need help. It's very user friendly for most kids, but some of the parents will be confused and need some "adult" guidance. In the end, it's going to be their credit card or check used, so the parents will need to be involved.
- 2) Towards the end of their online registration, they'll be instructed to print a copy of their BCBA Camper Registration Form and give it to you. You will need to **forward their Camper Registration Forms to the camp's Post Office Box** by June 1 if they are to get their 10% Early bird Discount and a free camp T-Shirt upon arrival at camp. If they chose to pay by check, you'll need to forward that check also.
- 3) You'll notice that all of your adult campers will be giving you an extra form: the BCBA Sponsor Approval Form. **This form requires your signature** guaranteeing to us that you have performed a Criminal Background Check, you found no felony convictions therein, and you are guaranteeing that you have a current State of Texas approved Child Protection Training Course certificate on file for this Sponsor.
- 4) Nothing to do here at #4. Just a thought for you: This process will work best for all of us if you are able to encourage your group to handle their financial responsibilities online by debit or credit card by June 1. For the financial security of our campers, we have a remote, secure site handling their sensitive personal information. If your church has a card, you

- 1) might seek approval to collect the cash or check from the camper and use the church's card to register them.
- 2) At www.bigcountrycamp.com click on "Summer Camps". You'll find the State Approved Child Protection Course there. This test must be administered by a church official (as the Group Leader, you can administer this test). You must sign a Certificate of Completion and have this, along with a copy of a current (less than a year old) Criminal Background Check, with you at the camp locked in your vehicle. Do not forward these documents to our office. But be sure these documents are at the camp during your stay.
- 3) Make sure you have a same gender, 1/10 Sponsor/Minor Camper ratio as required by Texas Law.
- 4) **BCBA CAMPER REGISTRATION AFTER JUNE 1**
It's not likely that all of your campers will get registered by June 1 in spite of the 10% discount offer or their t-shirt upon arrival offer, simply because they didn't know they would be able to come to camp in time. However, **these campers will still be able to come to camp AND get a free camp t-shirt.** It will have to be mailed to your church later, though (within 45 days).
 - All 2012 BCBA campers who want to "sign up for camp" after June 1 must do so online (no 10% discount available, no exceptions)
 - Since BCBA has a limited number of beds, forward their BCBA Camper Registration Form hard copies to us ASAP along with their deposit (if they didn't already pay by credit card) to secure their spot.
 - **PLEASE NOTE:** Although we allowed 700 at our camp three different times last summer, we will only allow a maximum of 600 campers this summer. However, if you have parents that insist on registering the old "handwriting, manual way", all of the required forms are on our website under that same "Summer Camps" button. You'll see the "**Offline BCBA Camper Registration Form**". Download it and give it to them to fill out manually and return to you with their check. Forward it to us ASAP. If we get it by June 1, the camper can still get his t-shirt upon arrival at camp. **However, please explain to them that they are not eligible to receive the 10% discount since they did not register online or have someone else register them online** even though we may have their Registration Form and Camper Fees paid in full before June 1. (However, if you simply copy their information for them into our online registration form and submit it, they are eligible for the discount)

Thank you so much for your help. Christian Camping would not be possible for so many around the world if it were not for God sending people like you to do what you're doing. May God richly bless you.

A Partner With You in Christ,

Larry Searcy, Administrator