



To: Pastors and Youth Directors in the Pennsylvania Region
Commission on Youth and Outdoor Ministries
Regional Executive Committee
From: William B. Allen, Regional Minister
Re: Procedures for Camp Registration

Our **Pennsylvania Disciples Camp** season is fast approaching. In this mailer, you should find promotional and registration materials for your congregation. Once again, the option to register online is available at <http://www.padisciples.org/campreg/>. Please be reminded that payments in full on Visa and MasterCard credit cards are accepted on this form. If you encounter any issues with the site, please contact the Regional Office at 724-834-5023 or email Christine at cjohns@padisciples.org.

Allow me to share with you the procedures we will be observing this year.

- Registrations accompanied by the full payment are due in the Regional Office two weeks prior to the beginning of the camp session for which the camper is registering. (Our cash flow requires that we have the fees on hand to make the necessary purchases for the camp session.)
- Cancellations made as late as one-week prior to the camp session will receive full refunds. If a cancellation is made less than a week but prior to the opening of camp we will remit 50% refunds.
- All registrations must be accompanied by the approval of the pastor and a completed health form (which appears on the back of the registration).
- Campers who register after the two-week deadline may be accepted if the fees and forms are in the Regional Office on the last business day before the session and with the approval of the camp director. (This is to assure that the proper staff and resources are available.)
- On-site registrations should be considered *highly irregular* and will depend on the permission of the camp directors and must be accompanied by the completed forms and fees.

We want every camper who desires to attend to have the experience of participating in camp. These procedures will assist in providing the best possible event for campers and the camp staff. Thank you for helping us to implement them. If you have any questions or will need help in interpreting these please contact me.

All of our camps this year will be at Laurelview and our camp staff, Commission on Youth and Outdoor Ministries, and office staff are all working to make this an excellent season of camping for one and all.

Thank you for your assistance in making this another great season for our **Pennsylvania Disciples Camps**.