



**Camp Eagle®**  
Adventure Camps

# LEADERS TIMELINE

## Group Camp

### ASAP

- If not done already, pay the full deposit and sign the contract.
- Start promoting camp within your church.

### October

- **10/31:** Request a Trinity room. There is no deadline to book a Trinity room, but it is on a first-come, first-serve basis.

### November

- **11/30:** Last day to drop beds without penalty. Any beds dropped after this date will forfeit the deposit.

### December

- **12/1:** Start getting familiar with our registration system; call with any questions you have. If you'd like an event code or registration link, please let us know.
- **12/15:** Begin organizing transportation to and from Camp Eagle.
- **12/15:** Email the office to indicate whether you would like to complete Sexual Abuse Awareness Training (SAAT) through Camp Eagle or do it independently and sign an affidavit.

### January

- **1/10:** Check out our online Resource Center, with promo videos, bands, speakers, informational packets for parents, leaders, and more.
- **1/15:** Start working on getting Certificate of Insurance completed. Follow instructions in the registration system and view a Sample Certificate of Insurance in the Resource Center.

### February

- **2/1:** Complete group needs assessment. Someone from Camp Eagle will contact you before your session to go over the assessment and any additional questions you have.





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### March

- **3/1:** Half balance is due today. If you drop beds after this day, you will recover 50% of the per-bed price.
- **3/15: Review curriculum and speaker's notes.**

### April

- **4/1:** Remind parents about registration. This is also a good time to remind them to add Camper Credit (for the Coffee Shop and Camp Store purchases).
- **4/15:** Have affidavit signed or SAAT completed by today.
- **4/30:** Drop any additional beds. After today, all beds dropped will lose 100% of the bed rate.

### May

- **5/1:** Identify if anyone coming with your group has dietary restrictions. Contact our Foodservice Director at [food@campeagle.org](mailto:food@campeagle.org) with questions.

### One Week Before

- Pay final balance and be on the lookout for emails from Group Camp

### Arrival

- 4 day sessions, please arrive between **2 PM and 4 PM.**
- 5 or 6 day sessions, please arrive between **4 PM and 6 PM.**
  - Please arrive on time and within these timeframes!
  - When you arrive at Camp Eagle, follow the flags to the opening day area.
- Collect all medications from students in original packaging and place in a container labeled with your church's name.

### Departure

- On closing day, Group Camp ends between **9:30 and 10 AM.**