



# LEADERS TIMELINE

## GROUP CAMP

### ASAP

- A Secondary Authorizer. This is a person in your organization other than yourself who will confirm your organization's intention to attend camp. We will send this person an email to make sure everyone's on the same page. Once they've confirmed you will be able to send invitations to your group members.
- 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.

### DECEMBER CONT.

- **12/15:** Email the office to indicate whether you would like to complete Sexual Abuse Awareness Training (SAAT) and a background check 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.





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### 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.

### MARCH

- **3/15:** Review curriculum and speaker's notes.

### APRIL

- **4/1:** 50% of the balance is due today. If you drop beds after this day, you will recover 50% of the per-bed price.
- **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 & background check completed by today.

### MAY

- **5/1:** Drop any additional beds. After today, all beds dropped will lose 100% of the bed rate.
- **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.

### THREE WEEKS BEFORE

- Email the GC team as close to your final bed count numbers as possible.

### 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**.