

# Group Leader's Checklist

Dry Gulch, U.S.A.  
Summer Camp 2010

## Fax The Statement Of Agreement

Read through all of the information enclosed in this Group Leader Guide. Then, fax the Statement of Agreement to the Dry Gulch Registration Office. Your spaces will not be reserved until the Statement of Agreement has been completed and received in the Registration Office. Information pertaining to your group will only be discussed with the leaders listed on the Statement of Agreement signed by your senior pastor.

## Reserve Your Spaces

Register your group by submitting the Group Reservation Form along with a \$50 deposit for each space that you would like to reserve.

**The \$50 deposit is non-refundable/non-transferable.** All reservations and payments must be received in writing and need to be made by the Group Leader. We will not accept payments or reservation changes from individuals in your group.

Neighboring churches may wish to save on transportation expenses and travel together. However, two churches cannot register under one church name.

## Order Your Brochures

Call us to request the amount of brochures that you need for your church. They are a great tool for you to use for advertisement in your church. There is no cost for the brochures.

## Meet With Parents And Sponsors

Be sure all parents and sponsors receive all of the paperwork which pertains to them. We have provided master copies for you in this booklet. However, you can go to our website at [www.drygulchusa.com](http://www.drygulchusa.com) to download additional copies.

- You may want to make changes to the Registration Forms to include your church address, phone number, transportation information, etc. However, a copy of the revised form **must** be approved by the Dry Gulch Registration Office before distribution to campers.
- Be sure all parents and sponsors understand to turn in all forms and payments to you, the Group Leader, rather than sending them directly to the Dry Gulch Registration Office.

## Add To Your Reservation

You can add to your reservation if your number increases, as long as space is still available. Please submit a Group Additions Form and the \$50 non-refundable/non-transferable deposit for each additional space. The Registration Office will contact you to let you know if space is still available to make the additions to your group.

Once sessions have reached full capacity, prospective campers can be added to the waiting list. In order to be on the waiting list, we must receive a \$50 deposit per person and a completed registration form. Space may become available on short notice. If you are contacted less than four weeks prior to the session start date, please be prepared to pay the remaining balance due within 24 hours. If a space does not become available, the \$50 deposit will be refunded.

## Mail The Camper Registration Forms

Collect Registration Forms from parents and sponsors and mail them to the Registration Office. Be sure to keep a copy of each form for your records. Due to the high volume of reservations, we ask that you do not fax Camper Registration Forms.

- All Camper Registration Forms must be filled out in their entirety and signed by the legal guardian of the listed child. **Incomplete forms will not be accepted and will be returned.**
- Please be sure that all Registration Forms have a Secondary Emergency Contact person listed. This person must be someone not living in the same household as the camper. In the case of an emergency, Dry Gulch will contact the parent or legal guardian immediately. If a parent or legal guardian is unable to be reached, Dry Gulch will contact the secondary emergency contact person listed. If someone is not listed, the Group Leader will automatically be the designated emergency contact person.

- For campers to qualify for the Early Bird Discount, you must mail their registration forms by the Early Bird deadline. The Discount deadline is February 15<sup>th</sup> for Sessions 1 – 6 and March 15<sup>th</sup> for Sessions 7 – 12. This deadline is when the completed Registration Forms must be postmarked. You can mail additional forms after the deadline, but they will not receive the Early Bird Discount.
- For those who do not wish to receive the Early Bird discount, Camper Registration Forms must be received no later than four weeks prior to the start date of your camp session.
- **Children and Adult Sponsors are not considered to be confirmed until all of their forms are completed and approved by the Registration Office.**

### **Keep A Record Of Your Registrations**

Make copies of all the forms that you mail the Registration Office and keep in your file for reference.

Once forms have been processed and approved, you will receive a list of the campers' names and confirmation numbers. Please allow six weeks for processing.

### **Verify Your Campers On The Confirmation List**

- Please be sure to check the confirmation list for correct spelling of the campers' names. It is also important to check that they are listed under the correct gender for bunking assignments.
- If a camper does not have a confirmation number listed, we will need additional medical information about this camper. A Medical Release form will be included with the report and will have the camper's name listed on the top of the form. Please remember, these campers are not confirmed until the Medical Release has been approved by the Registration Office.
- If a camper's name is not listed on the confirmation list, his forms were incomplete and were returned to you. Please have the parent complete the form and then return it to our office. Remember that the camper is not confirmed until his forms have been completed and approved by the Registration Office.

## □ **Get Background Checks On All Of Your Sponsors**

Here at Dry Gulch, we are very aware of our role as national leaders in the summer camp industry, and see background checks as another step that we and other camps should take in protecting campers. We want to offer the greatest possible protection to your campers and the other campers we serve, as well as, provide parents, pastors, and leaders with maximum peace of mind.

All sponsors must be 18 years of age or older and a U.S. citizen with a valid Social Security number. Every sponsor must have a background check submitted no later than four weeks prior to the start date of your camp session. Approved background checks will not need to be renewed for five years from the report date, as long as the sponsor returns with the same church.

### **Background Checks Through Dry Gulch, U.S.A.**

Dry Gulch has provided an easy way for your sponsors to get background checks for summer camp. You may not want to set-up an account with a background reporting agency. If you choose to submit your background applications with us, we will handle all of the paperwork for you.

A Background Release Form is included in the Forms section of your Group Leader Guide, which can be submitted with a \$45 fee and we will run the reports through our account with Accufax. If sponsors would like a copy, they can request a copy of their background check to be mailed to their home address.

### **Background Checks Through Other Companies**

Dry Gulch will only accept reports from the companies listed on page 5. Please keep this in mind if your church would like to set up their own account through a background reporting agency or submit a background check that may already be on file at your church or the sponsor's place of employment. A copy of each report will need to be submitted to the Dry Gulch Registration Office to be reviewed for approval. Each company reports results under different category names. Please be sure that the Dry Gulch requirements are fulfilled for each of the searches listed under the company name.

Dry Gulch, U.S.A. uses Accufax as the background reporting agency for sponsors, employees, and counselors. If you would like to set up your own account with Accufax, rather than going through Dry Gulch, please do not use the Dry Gulch, U.S.A. Background Release Form that we provide. That form is to release information to the Dry Gulch Office. If you are setting up your own account with Accufax, you will need to get your own form approved through Accufax to release the information to your church.

## **Approved Background Check Companies**

### **Accufax**

800-256-8898

[www.accufax-us.com](http://www.accufax-us.com)

Dry Gulch requires the following searches to be completed:  
Standard Package (State Criminal Search, Department of Corrections, National Wanted Fugitive Search, Known Sex Offender Search, Social Search/Address Update) with National Statewide Criminal Search

### **Kroll Background America**

800-675-3772

[www.krollworldwide.com](http://www.krollworldwide.com)

Dry Gulch requires the following searches to be completed:  
US Criminal Indicator Service and Social Security Trace

### **US Investigation Services (USIS)**

800-331-9175

[www.usis.com](http://www.usis.com)

Dry Gulch requires the following searches to be completed:  
Package #1 (Widescreen National Criminal Database, Statewide Criminal Search, Sex Offender Registry, Social Security Number Check, Trac Report)

### **LexisNexis**

800-631-8777

[www.lexis-nexis.com](http://www.lexis-nexis.com)

Dry Gulch requires the following searches to be completed:  
Full Service Screening Package #2 (Identity Verification, National Criminal File – including National Sex Offender Search, County Criminal Records Search) and Federal Criminal Records Search.

## **Background Checks For Waiting List Sponsors**

Dry Gulch will not process a background check for sponsors who are on the waiting list. We suggest that you go ahead and run your own background check for your waiting list sponsors. This way, if space becomes available, your sponsor's registration can be processed immediately.

## **Send Notification Of Any Substitutions Or Cancellations**

Immediately notify the Dry Gulch Registration Office in writing if you have any cancellations or substitutions. Please use the form that we provide. You can download extra copies from our website.

### **Substitutions**

If you find it necessary to substitute a camper, a Substitutions Form must be sent along with the \$50 non-refundable deposit and registration form for each new camper. **Deposits are non-refundable and non-transferable.**

Substitution campers registering after the Early Bird Deadline do **not** receive the Early Bird Discount, even if they are replacing an Early Bird camper. Substitutions made later than two weeks prior to the camp session must be "boy for boy" and "girl for girl" due to the fact that the bunking arrangements will already be assigned.

### **Cancellations**

If a camper needs to cancel, please immediately send the Cancellations Form to the Dry Gulch Registration Office. For refund information, refer to the Refund Policy on page 7.

### **Denials**

Dry Gulch, U.S.A. reserves the right to refuse admittance to any sponsor or camper. In the case that a sponsor or camper is denied, their deposit will be returned in full.

## Pay The Balance Due

Your group's remaining balance must be paid in full no later than four weeks prior to the start date of your camp session. The Group Leader should collect all individual payments from parents and pay the balance due to Dry Gulch with one church check or credit card.

### **Obligation for Payment of Reserved Spaces**

Groups reserving a given number of spaces will be obligated to pay camp fees in full for those unfilled spaces unless written notification is made to our office at least four weeks prior to the start of the camp session. Please keep this in mind when reserving your spaces.

## Requesting Refunds

### **Eligible Refunds**

In order to be eligible for a refund, not including the \$50 non-refundable deposit, cancellations must be made at least four weeks prior to the camp session.

All refund requests must be submitted **in writing** within 30 days of your cancellation.

If a child is sent home during the week due to illness as determined by the camp nurse, the camp fee will be refunded on a per-day basis (days he is not physically at the camp.)

### **Ineligible Refunds**

The Camp Director reserves the right to dismiss any camper whose conduct becomes in any way detrimental to the best interests of the other campers. No refund will be given in this case or for any reason other than illness as determined by the camp nurse.

Campers who become homesick and leave their camp session early are not eligible for refunds.

Campers who arrive with head lice will be immediately turned away and will not be eligible for any refunds.

Parents and/or sponsors are responsible for providing transportation if a camper is sent home for any reason. The camp will not be held responsible for travel expenses incurred in picking up the child.

## **Make Transportation Arrangements**

For groups planning to fly or charter a bus, we recommend that you also make arrangements to have a personal vehicle with you during your stay at camp.

If your group needs an airport shuttle, a copy of your airline flight itinerary must be received 4 weeks prior to your arrival along with the airport transportation fee.

## **Check All Campers For Head Lice**

- Have parents check their campers for head lice two weeks before departure. This is very important to find any children who are infested, so they can be treated in time for camp.
- Do a head lice check of your group on the day of departure to make sure no one in your group is infested. Children who arrive with nits or lice will be turned away with no refunds. Please save the child from the embarrassment of being turned away by getting rid of his lice before he arrives.

**Please refer to our Head Lice Policy for procedures in treating infestation.**

## **Bring All Campers' Prescription Medication**

Prescription medications must be in the original bottle, with only the amount needed for the camper's stay at Dry Gulch. All inhalers, nasal sprays, and epipens must be in the prescription box with label and must NOT be expired. All prescription bottles should come in a Ziploc bag with a completed Dry Gulch Medication Label attached to it. The Registration Office will mail Medication Labels to your church 6 weeks prior to your session start date.

Campers are not allowed to bring over-the-counter medications; such items will not be accepted at check-in. Medical staff is available at the Nurses' Station to dispense over-the-counter medication as needed. If an exception needs to be made for a child taking Claritin, Zyrtec, Miralax, etc., call the Registration Office for an OTC Medication Authorization Form. No vitamins or herbs will be accepted without a doctor's note.

**Adult sponsors are not allowed to dispense any medication.**

Campers will not be allowed to check-in at Registration without their medications being presented first. If medications are in separate vehicles, campers will not be admitted until the medications arrive. Medications must be properly labeled and must NOT be packed in campers' suitcases.

## **☐ Go To Dry Gulch, U.S.A. For Summer Camp 2010!**

### **Check-In**

All luggage must have a luggage tag that has been issued from Dry Gulch with the camper's name, address, and phone number. Color-coded luggage tags will be mailed to you for your group 6 weeks prior to your session start date.

Your campers' medication should be turned in to the Registration Center upon arrival at Dry Gulch. All medications should be clearly labeled and separate from campers' luggage upon arrival at Dry Gulch.

If you have all of your group's General Store money, you may turn it in to the Registration Center or give the money to the counselor in charge of your children.

If you are leaving the property, you will need to check out at the office and the security gate. The designated On-Site Leader must be available on the camp grounds at all times.

To maintain security, visitors to campers and sponsors must be approved and have their visit scheduled in advance. Approved visitors may come to camp for evening chapel service only (7 – 9 p.m.). Visitors will not be allowed to attend other activities. No children under seven years old are allowed.

### **Sponsor Meeting**

A sponsor meeting will be held immediately following the first evening's chapel service to give your adults more information.

### **Sponsor Amenities**

Our food service has undergone an extensive review and we think you will love the changes. You will look forward to each meal time and our new wholesome menu – whether you're hungry or not!

Hospitality Room hours are 8:30 a.m. – 7:00 p.m. Wifi is available for sponsors' laptops. Phone calls do require a calling card.

Phone messages and mail will be delivered daily (at approximately 5:00 p.m.). You may receive faxes at 918-785-2923. Check with the office during the day if you are expecting messages.

The swimming pool is available for sponsors to use until dark. **NO LIFEGUARD WILL BE ON DUTY** after activity periods are over.

Laundry facilities are available for sponsors. Machines are coin operated.

Golf carts are available to rent for a cost of \$75 for a 2-seater or \$100 for a 4-seater. If you would like to rent one, they are available at registration check-in. We have a limited amount of carts, so these are on a first-come, first-serve basis.

### **Bunking Arrangements**

While at Dry Gulch, we ask that you let the counselors have every opportunity to minister to your children. Only males are allowed in the boys' bunkhouses and females in the girls' bunkhouses. We ask that you do not go into the kids' bunkhouses after lights out each night or before they get up in the mornings.

All sponsors are bunked in adult male or female bunkhouses which consists of bunkbeds and bunk-style bathrooms. For every 50 paid campers, you will receive one apartment for housing two sponsors.

### **Activities**

Sponsors can participate in activities with the kids, but are not required to do so, unless a Sponsor Agreement is required for one or more of your campers. Campers are supervised at all activities and in the bunkhouses by our trained Dry Gulch Staff. The only help we will need from you, besides assisting with your children, is serving meals. Please sign up at the sponsor meeting.

Sponsors may bring water guns only, no balloons please.

## **☐ Contact Us If You Have Any Questions**

### **Dry Gulch, U.S.A. Registration Office hours are:**

Monday – Friday 8:30 a.m. to 5:00 p.m. (Central Time Zone)

### **Call us at:**

918-234-5656, ext. 135

### **Fax us at:**

918-439-8378

### **Send forms to:**

Dry Gulch, U.S.A., 1003 N. 129<sup>th</sup> E. Ave., Tulsa, OK 74116

### **Website address is:**

[www.drygulchusa.com](http://www.drygulchusa.com)

### **Email questions to:**

[info@drygulchusa.com](mailto:info@drygulchusa.com)

### **In case of an emergency call:**

918-785-2850

### **Sending Mail To Campers:**

If parents want to send mail to their campers during their stay at Dry Gulch, please tell them to send it a few days before the session begins. Campers' mail can be sent to Dry Gulch, U.S.A., 572 Dry Gulch Rd, Adair, OK 74330-3004. The camper's name and session date must be written on the envelope. Due to the excessive amounts of email and limited amount of time at mail-call, Dry Gulch no longer accepts emails for campers.