



Dear Camp Registrar,

We at Lake James Christian Camp & Retreat Center want you to know how much we appreciate all the time & effort you give in helping to get your kids to camp! This is a joint effort that could not be done without you! The following explains the benefits of summer camp:

- ☺ We've heard it said that a week of Christian camping is equivalent to an entire year of Sunday School!
- ☺ Summer camp is an opportunity for growth—trying new activities, new experiences, and meeting new friends. Oftentimes this happens in the absence of parents. Camp is a place where a young person can experiment with independence in a safe environment, which leads to personal growth.
- ☺ Development of self-esteem and trying new things broadens their abilities and their sense of self.
- ☺ Fun!! Many activities at camp are just plain fun and the activities are carried out in the context of adult supervision.
- ☺ Camp is an experience in the outdoors. Our modern lives are becoming more and more detached from the environment around us. Camp provides an introduction to related skills which provide enjoyment and exercise.
- ☺ Camp is an experience of living in the Christian community. Within Christian community; faith is shared, challenges are faced, forgiveness is required and offered.
- ☺ Camp is a good value. The price for a camp session which includes good food, comfortable lodging, safe surroundings and all the benefits listed above, is an outstanding value.

We need your help to not only promote summer camp, but to also promote other camp sponsored events. The goal of having a camp registrar and/or representative is to bridge the communication gap between **your camp and your church**. Thank you for participating in the past, present and future effort to strengthen the Christian lives of youth and adults in your church.

With Sincere Thankfulness,  
The Camp Staff

## **Why Have a Registrar from Each Church?**

The Summer Camp Registrar is extremely important to the camp program. Your job is to promote camp programs and camp sponsored events in your church. You can do so much more than we are able to do because you know your church family and their children. Letting the kids know about camp is the first step to getting them registered!

## **How Does Online Registration Work for our Church?**

Once again, your camper can register for camp through our online registration link at [www.ljca.org](http://www.ljca.org). **Please make sure that the parent(s)/guardian register their camper and NOT the registrar or youth/children's minister. Medical and Consent forms MUST be signed by the camper's parent(s)/guardian. These forms are digital in the online process, requiring the parent(s) digital signature.** For the online registration process to run smoothly, the camp office needs full contact information for the camp registrar and church, including correct email addresses. **The camp office MUST know the church discount.** For example, some churches pay 100% for their children to attend camp, while others pay 50%. The camp has the ability to handle these sponsorship codes 2 ways: 1. Create a unique sponsorship code for your church that is entered online during the check-out process. 2. Apply the sponsorship code on the camp office end after the camper has paid the 50% deposit. You MUST let the camp office know how you would like your sponsorship codes handled.

After the registration process, an automated email will be sent to the registrar's email account notifying them that they have had a camper register for camp. The online database tracks each church balance. All **paper registrations** are also entered into the online database. We must have the parent(s) email address from the paper registration to send confirmations and receipts to the parent(s)/guardians.

## **Paper Registrations & Keeping Records**

Your job can be enjoyable for you and very helpful for us **IF** you keep good records of every registration and money transaction made. (This is automatically done for you with online registrations if a church sponsorship code is applied.) We have provided you with a form (Registrar Form) to help in this process, please **use it**. If you keep good records you will have a great source to check when the camp office has any questions about a registration.

## **Working with Your Church Treasurer & Registration Fees**

Most registrars find that their biggest problem is getting the church check from their treasurer on time to send the money with the paper registration forms. **Please plan ahead.** Let your treasurer know that you are the registrar for your church and that you will need their help throughout the summer. Please communicate your needs in advance for a smooth check exchange. *Do not send the forms without the 50% registration fee deposit.* **Early bird registrations this year must be postmarked by Monday, May 6, 2024 or turned in to the camp by May 5, Lunch at the Lake Event.** and have a deposit of 50% of the registration fee. All registrations received or postmarked by May 6, 2024 will receive a **FREE t-shirt!!** All balances must be paid in full by June 1, 2024 to receive the FREE t-shirt. Registrations received after May 6 will increase by \$20.00, this is referred to as the Regular Registration Fee.

## **Online Registration Q & A**

- ☺ *What types of payment are accepted online?*
  - ☺ Credit/Debit cards and e-checks (e-checks save the camp a significant amount of money in processing fees.)
  
- ☺ *What if the church pays a portion (or all) of the camp fee?*
  - ☺ Parent registers his camper and chooses the church that the camper attends.
  - ☺ Parent pays 50% of the registration fee and finishes registering online with a credit/debit or e-check for the camper's portion of the fee. If the church is going to pay 50% of the registration fee a sponsorship code can be set up for you to share so the parent can apply this to their fee.
  - ☺ If your church pays the 100% of the fee, the parent will need a sponsorship code to apply at check-out. Please contact the camp to set-up the sponsorship code. You will need to give this code to the parent(s). It is your decision on how you choose to share the code. **(Sponsorship codes can be created for churches that would like to pay any set percentage or dollar amount of the registration fee. Same process applies.)**
  
- ☺ *What if the parent still wants to fill out a paper registration & pay for the camper's portion via credit/debit card?*
  - ☺ Send in the completed registration form with the church amount. The registration form has a place on it that the parent should have filled in with the credit/debit card info. We will apply that in the camp office. The paper registration **MUST** include a valid email address.
  
- ☺ *Can a church use a credit card to pay the churches amount?*
  - ☺ Yes, the church may use a credit card.
  - ☺ But... due to credit card fees we would prefer a check or cash.
  
- ☺ *What about confirmation letters and other forms for specialty camps?*
  - ☺ **Reminder: ALL registrations are processed through Ultra Camp!**
  - ☺ The Registrar Receives: An emailed confirmation for each camper that registers online or that has been entered from the paper registration by the camp office staff.
  - ☺ The Parent Receives: An emailed confirmation that includes PDF files of what to bring to cam, check-in/out procedures, maps, and camp rules. **These extra forms can also be found on our website at [www.ljca.org](http://www.ljca.org) under "What To Bring".**
  
- ☺ *What if the camps are full online?*
  - ☺ A waiting list is started. We would encourage you to send in [Aquatics, Horse Camps, Fishing, & Wilderness](#) registration forms ASAP. **Do NOT wait until May 6 to send these to the camp if the camper has signed up and given you the registration form.**

## **How to Complete the Registrar Form**

Please use the **Registrar Form** to keep a record of all registrations. (*This is optional if all of your campers are registering online as the online system will send you an automated email.*) This will help keep track of the money that campers have paid. When sending in the registration forms, please send a copy of the Registrar Form with them.

1. Locate the Registrar Form. An example is on page 9.
2. Fill in your (Registrar) **name, phone number, and e-mail address.** ✓
3. List camper names.
4. The column that says “registered online, no reg. form enclosed”, if this applies.
5. Write in the Camp Program Number attending.
6. Fill in the camp fee amount if Early Bird Registration applies (**\$20 less, includes FREE T-shirt, post-marked by May 6**)
7. Fill in the camp fee amount if Full Fee Registration applies. (**\$20 more, NO T-shirt, postmarked after May 6**)
8. Fill in the amount paid by camper.
9. Fill in the amount of \$8.00 for a picture, **only if it has been paid!** (Not just because it is marked on the registration form).
10. Total all the line amounts.
11. Send a copy of the registrar form (keep the original for yourself) to the camp along with the total line amount money on the form.
12. You may either send a church check for the amount enclosed or individual personal checks. If you send individual checks please paperclip (**do not staple or tape**) each check to the appropriate registration form.
13. You will receive notification from Ultra Camp when a camper has registered from your church. You can also access your account, print financial statements, and monitor sponsorship claims made against the account. We encourage each registrar to get into your Ultra Camp account and become familiar with it.
14. If you have any questions or need to check on a balance, please email or call us and we will be glad to assist you.

## **Registration Forms**

Registration forms may be obtained in the following ways:

1. From the camp.
2. From the website: [www.ljca.org](http://www.ljca.org) and printed.
3. If registering online, paper registration form not required.

If the camper has a roommate preference (limit two), be sure they are listed on the form. Remind each camper that the office tries its best to match him or her with the requested roommate. Campers are also placed with or near their church group. **Please remember that online registration is accessible 24/7 and Aquatics, Horse Camps, Fishing, & Wilderness camps fill up quickly!!** A camper can be registered for a camp session by paying the deposit, which is 50%. If the remainder is due from the church, please pay & have postmarked by June 1<sup>st</sup>. If you have a camper interested in attending camp at the last minute, just call and let us know that you have a camper planning to come who has not registered. **We prefer that if you have a camper register at the last minute, send the form and the full registration fee with the child on Sunday when he/she comes to camp.**

## **Air Rifle, Archery Tag, Target Archery & Picture Consents**

Any parents who feel that their child **should not** participate in either air rifle, archery tag, or target archery programs can indicate that by simply checking the appropriate box(es) on the registration form. Parents can also choose to not have a picture/video taken for camp records, publicity purposes and to opt out of having their child in the camp group picture. All of these consents are included on the medical history and consent part of the registration form. **Please make sure that the consent is signed by the parent/guardian!**

## **Free T-Shirt**

Campers who pre-register by May 6 (postmarked or online by May 6) will receive a t-shirt valued at \$15.00. On the registration form, please make sure the parent circles the camper t-shirt size. This is required during online registration. T-shirts are given on check-in day.

## **Lunch at the Lake & Open House**

We encourage families to bring their friends and attend Lunch at the Lake, Sunday, May 5 from 12pm-2pm. Campers may register at that time. This is a great way to introduce friends to camp! A free will offering is taken for the meal. **Please RSVP to [info@ljca.org](mailto:info@ljca.org) or call (260) 833-2786.**

## **Treesh Memorial Scholarship**

### **NEWER 2024: Online Scholarship Form!!**

If there is a camper in your church that wants to attend but cannot afford the full tuition, please have them fill out the Treesh application form either online or paper. There is a QR code on the paper form that will take them directly to the online form. (There is no need to complete both.) The Lake James Christian Camp Board of Directors has established guidelines for the Treesh Memorial Scholarship Fund. The parent and prospective camper will need to fill out the application and the camper must complete a short 50 or less word essay on why coming to camp is important to them. Parents will be allowed to help young children by writing what the child dictates to the parents. The registrar must give approval by simply sending us an email or signing the paper form. **Applications must be postmarked by May 1, 2024.** The actual amount of scholarship funds given to a camper will be based on both financial need and the amount of money available in the fund. Applications will be read and approved by the Executive Director. Parents will be notified in a timely manner whether or not their application has been accepted.

## **Bulletin Inserts**

2024 Camp Theme: Masterpiece based on Ephesians 2:10 (NLT). **2-sided bulletin inserts** with the camp programs are included. The insert can also be personalized with the registrar name for your bulletin. **Items are also available on our website by emailing us at [info@ljca.org](mailto:info@ljca.org)**

## **Handi-Camp**

Handi-Camp takes place September. This camp is for all ages of campers that are mentally or physically handicapped. Online registration is not available for this camp but paper registrations are available on the camp website, [www.ljca.org](http://www.ljca.org), or at the camp office. Volunteer registrations are done via an online form available at [www.ljca.org](http://www.ljca.org).

## **Main Session Camps**

There are partial and full week camps for grades 2 through 13. Please see the registration form or the camp website for more info about the main session camps, including deans and pricing. **All main session camps will check-in at the Chapel. All camps check-out at Memorial Hall unless noted otherwise.**

## **Day Camp**

This is for campers entering 1st grade. A miniature version of a week of camp all in one day. Camp Staff will Dean and be Faculty for Day Camp. If a parent or grandparent expresses interest in working on this day, please have him or her contact the camp office and talk to **Kevin**. **Day camp will check-in at Memorial Hall Porch.** *Day Camp concludes at 4:00pm, before dinner. Campers need to bring a bag, swim suit and towel.*

## **Jumpstart**

Jumpstart is a 2 day-1 night camp designed for a camper who would like to try camp for one night. This program is for campers who will be entering the 2nd grade this fall. The camper arrives on Sunday and departs on Monday. **Jumpstart will check-in at the Chapel and check-out at the Family Life Center.** Are you ready? A chance to experience camp overnight for the first time. Enjoy all the fun, excitement and learning like the big kids, packed into a full day and night.

## **Wilderness Programs**

During the Wilderness programs, the youth will be camping out in the woods in our rustic Wilderness Huts. This will be an adventure that will include Bible lessons and cooking meals over an open fire. Other activities may include a canoe trip, group games, target archery, archery tag, shooting air rifles, swimming, kayaking, horseback riding and other activities. Please remind your campers that there are **no** flush toilets, electricity or the normal showers. This is a wilderness experience so campers need to be prepared to use Porta-Johns and portable showers. (Female campers also need to leave their curling irons, hair dryers and make-up at home.) **Please register as soon as you can, these camps fill quickly**

**Pre-Teen Girls Wilderness & Pre-Teen Boys Wilderness (Grades 4-6):** If you like a smaller group setting, try Wilderness camp. Our Wilderness Huts are where you will sleep and you may experience canoeing, hiking, boating, and fishing. Learn basic camping skills (no electricity or flush toilets) as you learn about God and His creation. Enrollment is limited to 24 per session.

**Jr. High Girls Wilderness & Jr. High Boys Wilderness (Grades 6-8):** If you like a smaller group setting, try Wilderness camp. Our Wilderness Huts are where you will sleep and you may experience canoeing, hiking, boating, fishing and horseback riding. Learn basic camping skills (no electricity or flush toilets) as you learn about God and His creation. Enrollment is limited to 24 per session.

## **Boys Fishing Camp**

**Boys Fishing Camp (Grades 4-6):** Campers will be staying in Lake Level of Memorial Hall. If you have your own fishing gear and would like to bring it, that is fine. If you have no gear, that is fine! The camp will have fishing gear for campers to use. The camp will also be providing fish bait. Fishing Camp is similar to Wilderness Camps in the activities they will get to do, but the main activity will be learning all the aspects of fishing. Learn what God's Word has to teach you while having fun learning about fishing! Enrollment is limited to 20.

## **Horse Camps & Boys Farm Camp**

**Pre-Teen Girls Horse Camps (Grades 4-5), Boys Farm Camp (Grades 5-7), Jr. High Girls Horse Camp (Grades 6-8), and High School Girls Horse Camp (Grades 9-12):** Horse Camps and Boys Farm Camp will be at the Camp Farm. Each camp is limited to 10 campers. Campers will sleep in the farmhouse/bunk house. Horses will be provided. ***Check-In will be at Main Camp in the Chapel. Parents will then transport their camper and gear to the Camp Farm. Check-Out: Parents are invited to arrive at 5:30pm on check-out day at the Camp Farm. The campers will go through some training or routines so that when they are picked up, they will perform for entertainment. Check-Out will follow at 6pm.***

## **Aquatics Camps SOLD OUT!!**

**Jr. High Aquatics (Grades 6-8):** This camp will be integrated with Junior High 2 camp. It's a totally awesome week of water sports! Campers can water ski, tube, kneeboard, kayak, canoe, fish and sail. Enjoy the water every afternoon while experiencing a great week with the rest of the campers. **Enrollment is limited to 12 campers and fills quickly!!** Once again, please do not wait to register your youth for this camp. Campers will check-in at the Chapel and stay in the dorms with the other Jr. High campers.

**High School Aquatics (Grades 9-13):** This camp will be integrated with High School camp. It's a totally awesome week of water sports! Campers can water ski, tube, kneeboard, kayak, canoe, fish and sail. Enjoy the water every afternoon while experiencing a great week with the rest of the campers. **Enrollment is limited to 12 campers and fills quickly!!** Once again, please do not wait to register your youth for this camp. Campers will check-in at the Chapel and stay in the dorms with the other High School campers.



## 2024 Summer Camps Registrar Form

Church Name \_\_\_\_\_

Registrar's Name \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

**Full balance must be paid by June 1, 2024. Please see 2024 Camp Rates for more information.**

**Program Camp Week Numbers:** (1) Pre-Teen Boys Fishing (2) JH 1 Girls Horse Camp (3) Pre-Teen 1 (4) Pre-Teen 1 Girls Horse Camp (5) Jr High 1 (6) JH Girls Wilderness (7) 1st Chance 1 (8) Pre-Teen Girls Wilderness (9) High School Girls Horse Camp (10) Day Camp 1 (11) 1st Chance 2 (12) Pre-Teen Boys Wilderness (13) Boys Farm Camp (14) High School (15) High School Aquatics (16) Jumpstart (17) Pre-Teen 2 Girls Horse Camp (18) Jr. High 2 (19) Jr. High Aquatics (20) Pre-Teen 2 (21) Jr. High Boys Wilderness

**Please check your totals on this form**

Camper Name	Program Number	Registered Online-No reg. form enclosed	Early Bird Reg. Fee	Full Reg. Fee	Amount Paid by Church	Amount Paid by Camper	Picture \$8.00	Total Paid
Example	3	✓	\$285	-	\$142.50	\$142.50	\$8	\$293
Example	10		\$40	-	-	\$40	\$8	\$48
<b>Totals</b>			\$325	0	\$142.50	\$182.50	\$16	\$341



*If you have a good idea for promotion or know of something that has worked great for you, please let us know. This is a great place to share your ideas with other registrars.*

## **Ideas for Promoting Registration @ Church**

### **1. How Can I be an Effective Registrar?**

- a) A good Registrar is one who believes in the camp program and is willing to make personal contacts on possible new campers from his/her church.
- b) The key is to work hard at it and do not give up.
- c) Make plans NOW for what you are going to do during the next few months and follow through.
- d) Educate your church people about camp and why camp is important.

\* Have others help you by being, "Silent Promoters".

*...Silent Promoters are those people who have been a camper in the years gone by and who could lend a helpful word of encouragement to those thinking about going to camp and the parents of prospective campers.*

### **2. Keep the Camp Information Displayed and Available at All Times:**

- a) Prepare a special table in the entrance and/or youth area.
- b) Have a special display and camp registration area.
- c) Be creative and do not be afraid to try something NEW!
- d) Select an assistant registrar to help you (**a good way to train someone new.**)

### **3. Be in Front of Your Possible Camper Age Children and Do a Promotional Spot in Sunday School and/or Worship service.**

- a) Use the Bulletin Inserts for your worship service on the Sunday you set aside as **Camp Day**.
- b) If you do not use the bulletin inserts for your Worship Service, use it as a hand-out that the children can take home to their parents.
- c) Invite Matt or Kevin on a Sunday or Wednesday to help promote (April and May limited availability).

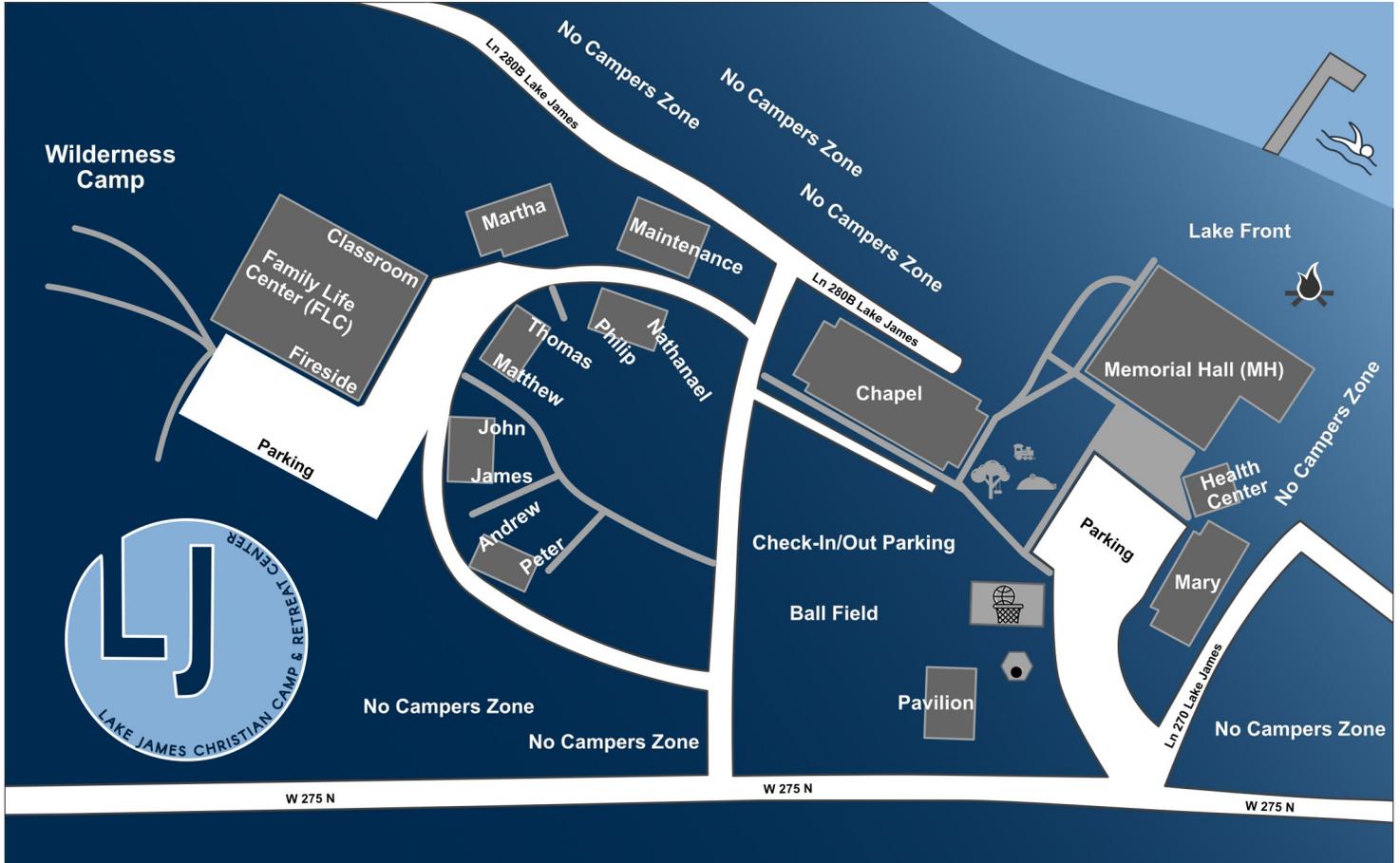
### **4. Begin as Soon as Possible:**

- a) Give parents and children plenty of time to look over the camp schedule and plan their summer schedules.
- b) **Do Not Wait, Start Promoting!!!**
- c) Make follow-up contacts on those children and/or parents who are unsure about camp.
- d) Promote camp all summer, before camp starts in June through the last week of camp.

**Do Not Hesitate to Call the Camp Office for Assistance or Questions!**

## Camp Rules & Regulations

1. Faculty, campers and visitors must remember that this is a CHRISTIAN camp!
2. All campers are under adult supervision at all times.
3. **No one**, faculty or camper, is permitted to leave the campgrounds without permission of the Dean.
4. The use or solicitation of tobacco, ecigs/vaping, alcoholic beverages or illegal drugs is prohibited on camp property. All visitors are requested to refrain from their use.
5. **All visitors must check in at the camp office upon arrival at the camp.** Anyone who plans to visit the camp on his own and is 18 years old or younger is required to call the camp office ahead of time for permission. Anyone 18 years old or younger who is accompanied by a **parent** or **guardian** needs no prior permission, but still needs to report to the camp office on arrival.
6. Automobiles are subject to strict regulations. High School campers **are not allowed** to drive and keep cars on the camp grounds during a week of camp. (A High School camper that must drive to camp, **must** have their parent or guardian fill out a release for **prior** to coming to camp. **Keys must** be turned in to the office upon arrival.)
7. Musical instruments brought must be used according to the discretion of the Dean. Do not bring Heely's (shoes with rollers), radios, clock radios, CD's & CD players, TV's, MP3 players, iPods, magazines, cell phones, computers, personal gaming devices, firearms or knives. Items not permitted at camp will be collected and held in the office to be picked up at check-out. **The Christian camp experience is a blend of indoor and outdoor activities. To enjoy this experience completely, the camper needs to spend a week away from "the world". This includes not bringing cell phones to camp. We ask parents to honor this request and make sure your camper does not bring a cell phone to camp. Cell phones, chargers and items that are mentioned above are subject to confiscation.**
8. **Every camper & faculty member must follow the camp schedule!!!** There can be no absence from classes except in cases of sickness and then only by advice of the camp nurse.
9. All campers and faculty are **required** to turn in all medication - counter or prescription - to the Camp Nurse on the opening day of camp. If medication needs to be with the camper (ex. Inhaler), a Doctor's slip must be given to the Camp Nurse on arrival. Medicine must be turned in to the nurse in its original container and with the camper's name on the container. Special medicine instructions must be reported to the Camp Nurse. We advise leaving non-doctor prescribed dietary supplements at home. Sickness and injuries will be reported to the Camp Nurse immediately. Dietary restrictions must be doctor prescribed and reported by the parents to the camp nurse who will communicate to food service before coming to camp.
10. Campers will swim only during the regularly scheduled swimming periods! (No swimming after dark-no exceptions!!) No camper is permitted in the beach area except during scheduled activities! Unacceptable swimsuit attire are as follows: Men & boys - no racer style trunks. Women & girls - no two-piece bathing suits (tankini's are OK), no plunging neckline swimsuits. Shoes and a covering must be worn by everyone while going to and from the beach.
11. In matter of dress code, Christian judgement must prevail at all times!
  - a. No halter tops, tube tops, spaghetti straps, strapless attire, bare midriff, mini-skirts or spandex shorts at any time.
  - b. Clothing must completely cover all undergarments. Inappropriate advertisements are not permitted and written expressions across the backside of shorts or pants is not permitted.
  - c. No one is to go barefoot on the camp grounds at any time
  - d. The Camp Executive Director has final authority.
12. The Camp Dean or Executive Director reserves the right to reprimand or dismiss any camper or faculty member who does not conform to these rules and regulations.
13. Parents are requested to pick up their camper promptly at announced closing times. If this cannot be done, the Dean or Executive Director must be notified and arrangements will be made care for the camper.
14. Use of telephone is not permitted by a camper except with permission of the dean. The office will not accept calls from home for a camper unless there is an emergency.
15. If the camper is unable to attend camp, all but \$20.00 of the fee that has been paid will be refunded. Refunds must be requested prior to the beginning of the camp session. Once the camp session has begun, refunds will NOT be made for sickness (including Covid), homesickness, disruptive behavior or "No Show". All refunds will be refunded through the mail as a check or to credit card used at registration.
16. Sex specific sleeping quarters and restrooms are to be used by designated at birth biological sex only.



### Directions to Camp

From I-69 take Exit #350 (CR 200 W). The exit will also be marked Lake James/Crooked Lake. Take 200 W to T-Road 275 N (right). The camp is the first and second drive on the left side of the road.