



**CAMP
PONDO**

WINTER CAMP CHECKLIST

CAMP PONDO • 31324 GREEN VALLEY LAKE ROAD • (MAILING ADDRESS) P.O. BOX 1247 • RUNNING SPRINGS, CA 92382 • 909-867-7037

NOW:

1. Request that a **Certificate of Liability Insurance** for your church be sent to our office. Please have Ponderosa Pines Christian Camp listed as additional insured.
2. If you need **additional beds**, please call the office and we will be happy to adjust your numbers.
3. Download **Pondo's Winter Camp flyer** found on the downloads page on our website.

TWO WEEKS BEFORE CAMP:

1. Provide parents with link to our **ONLINE medical release form** (no hard copies of medial release forms will be used this year), all leaders and campers must have an online Med Form filled out.
2. You will be emailed each time a Med Form is submitted from your group, please keep record of this to ensure every camper and leader has submitted online med form.
3. Respond to our cabin housing email (which will be sent to you one and a half weeks prior to camp) with **final head count & completed camper roster**.
4. Finalize **transportation** plans.
5. **Request a check** from your office if necessary. Payment may be made online via credit card or by check upon arrival.

MORNING BEFORE YOU LEAVE FOR CAMP:

1. **Check that all ONLINE Med Forms have been submitted.**
2. **Collect all medications** (*make sure they are labeled with camper name and in original container*)
3. **Bring a check or credit card for final payment.**

ARRIVAL & DEPARTURE

- Plan to arrive at camp between 4-6:30pm.
- Come to the registration table with your completed roster (a separate roster for each cabin, including cabin leader's cell number) and payment.
- Dinner will be served at 5:30-7:00.
- Departure will be Sunday at 11:30am



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BUS SIZE RESTRICTIONS

- Please be aware that according to the California Department of Transportation, 45' tour buses are prohibited on mountain roads. Buses exceeding the 40' limit may be turned around by Highway Patrol and could be fined. For more info please visit the Caltrans website.

MEDICAL INFORMATION

- Every student and leader must fill out an Online Med Form.
- All medications must be in original containers and labeled with the owner's name.
- Please do not bring sick students to camp.
 - If a camper has a fever when they arrive, they will be sent home.
 - Leaders and parents will need to arrange transportation.

HOUSING ASSIGNMENTS

- Housing is assigned in order of reservation. Groups that do not fill a cabin completely will be housed with another group. Please be prepared to supply the office with a count of all campers & staff 2 weeks prior to your arrival. An email will be sent at that time to help you submit this information.

CHANGES IN HEAD COUNT

- According to your contract, you have agreed to pay in full for the number you registered for. You can only decrease your camper reservation in the event that we sell out and have more campers on the waiting list.
- If you would like to add campers, email our registrar makaila@pondo.org with your request.

CONTACT INFORMATION:

- There are no telephones for camper use.
- If there is an emergency, we will contact parents immediately.
- Electronic devices other than cell phones are strongly discouraged! They often end up lost or stolen.
- Please use your discretion on how to handle cellphones so that they do not become a distraction.



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ITEMS TO BRING:

- Sleeping Bag & Pillow
- Toiletries & Towel
- Pajamas
- Casual Clothes that can be layered for warmth
- Extra Socks (snow can soak through and its always nice to have dry socks available)
- Winter Coat
- Beanie, Gloves, etc.
- Comfortable, casual clothes
- Shoes (snow boots or rain boots and thick socks are a good idea if possible)
- Bible & Journal
- Flashlight
- Some spending money is recommended. Our camp store will be open all week long. Campers can purchase everything from apparel to snacks. Our prices range from \$1 to \$40.