



CAMP PONDO

LEADER check list

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

THINGS TO DO 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 the additional insured.
 2. **If you need additional spots reserved**, please call the office (909) 867-7037 or email our registrar at makaila@pondo.org and we will be happy to adjust your numbers as long as there is availability during your week of camp. We cannot lower your numbers from what your signed contract states UNLESS we are sold out during your week AND have students on a waitlist.
 3. **Prepare for evening activities:**
 - Monday Night: Team Competition Kickoff
 - Tuesday Night: Dance Party
 - Wednesday Night: Church Time
 - Thursday Night: Night of Champions
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TWO WEEKS BEFORE CAMP:

1. **Provide parents with link to ONLINE medical release form**
 - We will send you the link to the med form two weeks before your camp date. We do this to ensure the information is as current as possible.
 - 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 a med form.
2. **Respond to our cabin housing email**
 - At this time, we will ask you to provide a final male/female count so that we can prepare your cabin assignments.
3. **Finalize transportation plans**
 - If you will be coming in buses, please be sure you have at least one leader vehicle on campus in case of an emergency.
4. **Prepare final payment**
 - Second deposits invoices will be emailed to you by mid April.
 - Final Balance invoices will be emailed one week prior to your arrival date.

MONDAY MORNING BEFORE YOU LEAVE FOR CAMP:

1. **Check that all medical release forms have been submitted**
 2. **Collect all medications**
 - Make sure all medications are labeled with camper name and in original container (or photo of original container included).
 3. **Bring a check or credit card for final payment.**
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ARRIVAL & DEPARTURE

- Plan to arrive at camp between **10AM - 12PM** on Monday Morning.
- Come to check-in with your cabin rosters, payment, and medications.
- Lunch will be served at 1PM.
- Have amazing week of Summer Camp!
- Departure will be 10am on Friday morning.

MEDICAL INFORMATION

- Every student and leader must fill out an Online Med Form (link will be sent to you two weeks before your camp date).
- All medications must be in original containers and labeled with the owner's name.
- Fill out a health screening form for each camper before arriving at camp.
- Please do not bring sick campers. If a camper has a fever when they arrive on Monday, they will be sent home.
- Leaders and parents will need to arrange transportation (please be sure to have a vehicle

HOUSING ASSIGNMENTS

- According to your contract, you have agreed to pay in full for each spot you have reserved.
- If you would like to add campers, please email makaila@pondo.org with your request.
- Housing is assigned in order of reservation. Groups that do not fill a cabin completely may be housed with another group. Please be prepared with your male and female headcount two weeks before your camp date.

PHONES

- There are no telephones for camper use. If there is an emergency, we will contact parents immediately.
- Electronic devices and cell phone use for campers are strongly discouraged. Please use your discretion.

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.