



# CAMP PONDO



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

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## 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. Email it to our registrar, Makaila, at [makaila@pondo.org](mailto:makaila@pondo.org)
2. If you need additional spots reserved, please call the office (909) 867-7037 or email our registrar at [makaila@pondo.org](mailto: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. Check out our 'Helpful Downloads" page here [Summer Camp Downloads](#). **You will find:**
  - o Parent Information
  - o Summer Camp Promo materials for your week of camp
  - o Maps & Directions
  - o Rosters, Health Screening Form – All required to check in on Monday
4. Prepare for evening activities:
  - o Monday Night: Team Competition Kickoff
  - o Tuesday Night: Be sure to bring your boots/costume and get ready to scoot for a good ole' fashion Hoedown!
  - o Wednesday Night: Church Time
  - o Thursday Night: Night of Champions
5. Set your travel plans via bus, van or carpool to arrive within the registration window of 10AM – 12 PM
  - o 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.
  - o On Friday, plan to departure at 10AM

## TWO WEEKS BEFORE CAMP:

1. Provide parents with link to ONLINE medical release form
  - o 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.
  - o 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
  - o 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
  - o If you will be coming in buses, please be sure you have at least one vehicle/driver left on campus in case of an emergency.
  - o Plan to arrive between 10PM – 12PM so that you can settle in before lunch is served at 1PM.
4. Prepare for you final payment
  - o Second deposit invoices were emailed to you. If you have not paid your second deposit yet, please do so ASAP!
  - o Final Balance invoices will be emailed one week prior to your arrival date.



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## 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 for each student are labeled with camper's name and in the original container (or photo of original container included).
    - Ziploc bags with plain white labels are a great way to help separate and organize the medications for each camper.
  3. Complete the Health Screening Form for your group, found here [Summer Camp Downloads](#)
  4. Make your final payment
    - Pay online (link in invoice sent via email) with a debit card, a bank transfer, or bring a check.
  5. Check to make sure you have completed the Cabin Rosters, found here [Summer Camp Downloads](#)
    - Please make sure you have one roster per cabin and is completely filled out with Leader Name/Cell number.
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## ARRIVAL & DEPARTURE

- Arrive at camp between 10AM - 12PM on Monday.
- Come to the Check-In table with your Cabin Rosters, Health Screening Form, payment (if needed), and medications.
- Lunch will be served at 1PM.
- 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 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 could need to arrange transportation for injuries or illness (if coming in a bus, please be sure to have one vehicle here at camp all week just in case of an emergency).

## 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](mailto: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.